

JOB NUMBER	YOUR NAME (PLEASE PRINT)	WEEK ENDING SUNDAY

Advanced Personnel Services

Customer Certification:

I certify that the total hours shown are true and correct. I am authorized to sign this timesheet, and therefore approve billing and my company's payment for these hours. I also certify that the company named below is and will remain in compliance with Advanced Personnel Services' Terms and Conditions as outlined on the other side of this timesheet.

Supervisor Signature

Company Name

Dept. or Division

City

Employee Certification:

I certify that I did work the hours indicated on this timesheet during the week ending shown above, and that I did not sustain any injuries at work during this timeframe. I understand that it is my responsibility to deliver a complete original timesheet (signed by both the APS Customer and myself) to the APS office. I understand that an incomplete timesheet may not be paid, and that timesheets received after Tuesday at 12:00 p.m. will be paid the following week.

(Employee must sign here) _____

Phone: 973-694-3434 • Fax: 973-696-3291

If this assignment is complete, place an X in this box: Pick Up Wed. Mail My Check

	STARTING TIME	FINISH TIME	LESS LUNCH TIME	DAILY TOTAL	
				STRAIGHT TIME HOURS	OVERTIME HOURS
MON.					
TUES.					
WED.					
THURS.					
FRI.					
SAT.					
SUN.					
TOTAL HOURS FOR WEEK TO NEAREST 1/4 HOUR Minimum Assignment - 4 Hours				ST. TIME	O'TIME
NOTE: CUSTOMER MUST INITIAL ALL OVERTIME					

Terms and Conditions

1. Definitions: 1) employer – Advanced Personnel Services (APS). 2) employee – APS employee. 3) customer – APS customer or prospect completing this agreement. 4) assignment – assignment of APS employee. 5) referral – any candidate referred to customer either by submitted resume, interview or temporary placement.
1. Customer: By signing this agreement, customer agrees to terms and conditions herein:
 1. Customer agrees to pay all costs incurred by APS for enforcement of this agreement including collection or attorney fees.
 2. Customer understands that all APS employees and applicants represent an investment to APS in recruiting, screening, testing and training. Customer agrees not to directly employ an APS referral or employee unless an appropriate cash or term settlement has been arranged with APS. Customer has been provided with a copy of the direct hire policy employed by APS.
 3. The services performed by any APS employee will be done so under the direction, supervision and control of customer.
 4. Customer agrees that employee will not be assigned to perform any duties outside the work agreed to at the time the job order was placed (to include the operation of motor vehicles and lifting objects that weigh over 50 pounds).
 5. Customer agrees not to entrust an APS employee with unattended premises, cash, checks, keys, credit cards, merchandise, confidential information or trade secrets, or valuables of any kind. If so, APS is alleviated of any kind and all responsibility that may result from loss to customer.
 6. Customer agrees to hold APS harmless and indemnifies APS for all damages that are a result of any negligent act or negligent omission or intentional misconduct of the customer, its directors, officers, employees or agents.
 7. Customer affirms its compliance with all federal and state employment laws and regulations. Customer shall indemnify and hold APS harmless from all claims arising out of customer's violation of such laws and regulations.
 8. Neither customer nor APS will be liable to pay or indemnify the other for any incidental, consequential, exemplary, special, punitive, or lost profit damages or expenses arising from their staffing relationship.
 9. APS payment terms are Net Due Upon Receipt of Invoice. Should APS need to commence collection proceedings, customer agrees to pay all costs incurred by APS for enforcement of said terms, including collection costs, attorney fees, court costs, and accumulated interest on outstanding balance.
 10. Customer agrees that APS will be a secured creditor in the event of bankruptcy.