

CROWN PERSONNEL SERVICES INC.		DATE	DAY	TIME STARTED	TIME FINISHED	LESS LUNCH	HOURS WORKED
PHONE (937) 223-1010 • FAX (937) 223-7552			MON				
PLEASE PRINT IN BLACK INK			TUE				
EMPLOYEE NAME			WED				
Employee certifies there were no injuries during this assignment			THU				
EMPLOYEE SIGNATURE			FRI				
WEEK ENDING DATE (SUNDAY)			SAT				
MO DAY YR SOCIAL SECURITY #			SUN				
PLEASE CHECK ONE IN EACH GROUP							
<input type="checkbox"/> JOB CONTINUED		<input type="checkbox"/> CLERICAL		DRAW A LINE THROUGH DAYS NOT WORKED			
<input type="checkbox"/> JOB COMPLETED		<input type="checkbox"/> INDUSTRIAL					
ATTENTION EMPLOYEE – PLEASE READ		WRITE IN WORDS THE NUMBER OF HOURS WORKED					
<ol style="list-style-type: none"> I agree to notify CROWN by phone or mail within 48 hours after termination of said job assignment. If I fail to give notice, CROWN will assume that I am terminating my employment with CROWN. Altering or misrepresentation of hours or dates is a federal offense and will be prosecuted to fullest extent of the law. Employees working at more than one company during the week ending period (Monday-Sunday) may not have hours exceeding 40 except with CROWN'S prior permission. In case of sickness or unavoidable delay, contact CROWN immediately at (937) 223-1010. Your time card (all blanks filled in) must be in our office by 6:00 pm Monday or your pay will be delayed one week. This time sheet will not be valid if not received by CROWN within 14 days of the week ending date. CROWN is proud to have you as our representative. Be prompt, courteous and cooperative. 		TOTAL HOURS		IMPORTANT FOR CLIENT – MINIMUM 4 HR/DAY Execution of this form by the client constitutes a certification that the TOTAL hours listed are correct and that the work was performed in a satisfactory manner and payment will be promptly made for services rendered. Client agrees and acknowledges all terms and conditions as stated on reverse side of yellow copy. DO NOT ADVANCE MONEY TO CROWN EMPLOYEE.			
CUSTOMER SIGNATURE _____		COMPANY _____					
CUSTOMER: RETURN WHITE AND RETAIN YELLOW COPY							

CLIENT PLEASE READ:

Being duly authorized on behalf of the above Client, the signer hereby: (1) certifies that the hours are correct and that the work was performed in a satisfactory manner; (2) confirms prior agreement between Crown Personnel Services, Inc. (further referred as CPS, Inc.) and Client, with respect to the services performed hereunder and any future service, that (a) Client shall not entrust CPS, Inc.'s employees with unattended premises, cash, negotiables or other valuables or authorize such employees to operate machinery or motor vehicles without prior written permission from CPS, Inc. in each instance, (b) CPS, Inc.'s insurance does not cover loss or damage caused by CPS, Inc.'s employees operating Client's owned or leased motor vehicle(s), and Client therefore accepts full responsibility for claims including the defense thereof, involving bodily injury, property damage, fire, theft, collision, cargo damage or public liability damage sustained or incurred as a result of a CPS, Inc.'s employee driving such vehicle(s), or arising out of or involving violation by Client of paragraph (2) (a) above, (c) the parties understand and agree that in providing the services of a driver, CPS, Inc. is not a bailee of either the vehicle to be driven or of the contents of the vehicle, and therefore, is not liable as a bailee in the event the vehicle or the contents thereof are lost, stolen or damaged as a result of the driver's negligence, (d) the parties understand and agree that CPS, Inc.'s employees shall exercise reasonable care while providing driving services. The parties further understand and agree that CPS, Inc. shall not be liable for damages in excess of five hundred dollars (\$500.) resulting from the negligence of its employees, (e) CPS, Inc. is not responsible for claims made under its Fidelity Bond unless such claims are reported in writing to it by Client within 30 days after occurrence, (f) Client shall indemnify and save CPS, Inc. harmless from claims and demands arising out of the Occupational Safety and Health Acts as it relates to premises owned or controlled by Client and to which CPS, Inc.'s employees are assigned; (3) each section of this agreement constitutes a separate and distinct undertaking, covenant of provision hereof. In the event any provision of this agreement shall finally be determined to be unlawful, such provision shall be increased in dollar amount, or deemed limited in scope and effect, to the minimum extent necessary to render the same valid and enforceable, and if such limited construction is impossible, such provision shall be deemed severed from this agreement, but every other provision of this agreement shall remain in full force and effect; (4) Client understands and acknowledges CPS, Inc. has a significant investment in advertising, testing, screening and maintaining a large qualified staff. Therefore, Client agrees that if the named CPS, Inc. employee is hired as an employee of Client or transferred to another service for any reason, within ninety (90) days of the end of any assignment, Client shall pay CPS, Inc. three thousand dollars (\$3,000.) liquidation of damages service fee. Client also agrees to refrain from placing named CPS, Inc. employee on Client's payroll prior to completion of a minimum of 520 hours of service. However, if Client chooses to hire named CPS, Inc. employee before the 520 hours of service is completed, Client shall pay a liquidation fee to CPS, Inc. of three thousand dollars (\$3,000.). Client confirms no work ordered, requested or performed, violates Federal law or OSHA. It shall be Client's responsibility to verify hours worked as noted on weekly invoice with any Client records, such as time sheet copies, time clock records, company time cards, etc. CPS, Inc., will assume responsibility for accuracy or forgery of time cards up to a maximum of seven (7) days. Please call CPS, Inc. to report discrepancies *immediately*.