



WHEN YOU SIGN IN AND OUT PLEASE CIRCLE "AM" OR "PM"

EMPLOYEE NAME	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY		REG. TOTAL	O/T TOTAL
	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT		
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM		
LAST 6 OF SS#:	LUNCH:		LUNCH:		LUNCH:		LUNCH:		LUNCH:		LUNCH:		LUNCH:			
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM		
LAST 6 OF SS#:	LUNCH:		LUNCH:		LUNCH:		LUNCH:		LUNCH:		LUNCH:		LUNCH:			
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM		
LAST 6 OF SS#:	LUNCH:		LUNCH:		LUNCH:		LUNCH:		LUNCH:		LUNCH:		LUNCH:			
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM		
LAST 6 OF SS#:	LUNCH:		LUNCH:		LUNCH:		LUNCH:		LUNCH:		LUNCH:		LUNCH:			
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM		
LAST 6 OF SS#:	LUNCH:		LUNCH:		LUNCH:		LUNCH:		LUNCH:		LUNCH:		LUNCH:			
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM		
LAST 6 OF SS#:	LUNCH:		LUNCH:		LUNCH:		LUNCH:		LUNCH:		LUNCH:		LUNCH:			
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM		
LAST 6 OF SS#:	LUNCH:		LUNCH:		LUNCH:		LUNCH:		LUNCH:		LUNCH:		LUNCH:			
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM		
LAST 6 OF SS#:	LUNCH:		LUNCH:		LUNCH:		LUNCH:		LUNCH:		LUNCH:		LUNCH:			

Conditions of Service:

- You will be billed for the hours listed. Make no payment to employee. Overtime hours are billed at time and one-half for hours worked over 40.
- Client understands and agrees that Focus has incurred expenses in recruiting, screening, testing, and hiring its employees to serve client. If client desires to hire a Focus employee, in any capacity whatsoever, including, but not limited to retaining their services as an employee, independent contractor, or through another employment service prior to the completion of 520 hours, client agrees to pay a conversion fee of 25% of the annualized salary. Client agrees to pay a conversion fee of 25% for all Focus employees transferred directly from Focus' payroll to another staffing service's payroll regardless of number of hours worked by employee. Client agrees not to share any information about Focus employees to third parties.
- Client agrees not to allow Focus employees to operate machinery, automotive, truck, and all other equipment or to allow employee to work more than 3 feet off of ground without prior written consent from Focus.

It's understood and agreed that Focus does not cover claims involving couriers, client's automobiles, trucks, or other types of movable equipment or vehicles whether owned or rented. Client accepts full responsibility of Focus employees when operating the above types of equipment for bodily injury, property damage, fire, theft, collision, or public liability damage claims, and all other claims. Client agrees to defend and hold Focus harmless for any and all public liability claims.

4. A finance charge of 1½% per month will be charged on all past due accounts. Accounts are past due 10 days following date of invoice. If collection or enforcement of these terms becomes necessary by suit or otherwise, Client agrees to pay all costs of collection and legal attorney's fees and costs.

By signing this timecard client agrees to the terms above unless a specific term or condition violates or contradicts a previously signed contract, in which case that contract would prevail. Client agrees that the hours are correct, and the work was performed to client's satisfaction.

Company: _____

Supervisor: _____

Shift: _____

Client Approval: _____

Week Ending Date: _____

White – Client Copy

Yellow, Pink – FOCUS Copy