



100 Larwin Road  
Cherry Hill, NJ 08034  
phone 856.761.0900

Please Fax completed and approved timecards to 856-761-0910

EMPLOYEE NAME:	WEEK ENDING SUNDAY:
CLIENT NAME:	DEPARTMENT:
PHONE NUMBER:	REPORT TO:

PROJECT NO. & NAME	MON.	TUE.	WED.	THUR.	FRI.	SAT.	SUN.	TOTAL

WEEKLY TOTAL

REG. TIME	OVERTIME

We verify that all hours are correct. Client approval includes acceptance of the terms and conditions listed on back.

CLIENT SIGNATURE: \_\_\_\_\_

PRINT NAME SIGNED ABOVE: \_\_\_\_\_

**White: Client**  
**Canary: Employee**

EMPLOYEE SIGNATURE: \_\_\_\_\_

PRINT NAME SIGNED ABOVE: \_\_\_\_\_

## **CLIENT AGREEMENT**

As an authorized representative of the client company (Client), the individual signing this timesheet verifies and warrants that the hours worked as indicated are correct and that work was performed in a satisfactory manner. For the services of the Scientific Search employee whose name appears on this timesheet, Scientific Search will invoice the Client at the previously agreed upon billing rate. The Scientific Search employee is assigned to Client under the following terms and conditions:

- The person assigned is an employee of Scientific Search and shall not be deemed to be a Client employee. Scientific Search warrants that its employees are covered by workers' compensation insurance and Scientific Search assumes responsibility to pay all applicable Federal, State, and Local withholding taxes, Social Security, unemployment insurance and other like charges including limited employee benefits.
- Client agrees that Scientific Search shall not be held liable for any act or omission of any individual referred by Scientific Search, and Client assumes full responsibility for determining that individual's qualifications, experiences and references are suitable for the assignment. Client further agrees that Client is solely responsible for supervising, directing, reviewing and overseeing the activities of Scientific Search employees while on assignment to Client.
- Engineers and designers assigned to the Client site shall not have final sign-off approval for any designs or blueprints.
- Client shall be responsible to provide a safe, harassment-free and discrimination free workplace. Client shall provide any necessary and appropriate safety equipment and training, and shall ensure the use of such equipment by Scientific Search employees. If the Scientific Search employee will be required to use machinery, the Client shall ensure that the employee is fully qualified and trained to use such.
- Client further understands that Scientific Search is an employment agency, and temporary and contract employees represent our inventory of skilled professionals as a result of substantial expense in terms of time and money spent for advertising, screening, testing, referencing and training of such personnel. Consequently, if Client wishes to convert a Scientific Search employee to Client's direct employ, during the term of this agreement or within one year following the completion of this assignment, Client agrees to pay a conversion fee equal to 30% of the annual salary unless there is a written agreement with Scientific Search specifying other terms. Client agrees to pay the same conversion fee if the assigned employee is hired by a subsidiary or related company. Further, Client agrees not to contract for the services of this Scientific Search employee through another employment agency for at least one year following the termination of this assignment.
- In the event Client fails to pay Scientific Search's fees and charges within 90 days of the invoice date, the Client agrees to pay all collection costs, and if litigation is commenced, Client agrees to pay Scientific Search all litigation costs plus reasonable attorney fees.
- Client will not entrust Scientific Search employees with any motor vehicles, cash or other valuable asset without the prior written consent from Scientific Search.
- In no event shall either the Client or Scientific Search be liable for any incidental, consequential or punitive damages or expenses or lost profits under or in connection with the services rendered under this agreement.