



Please email completed and approved timecards to jennifer@scientificsearch.com by Monday 10AM

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

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

	REG. TIME	OVERTIME
WEEKLY TOTAL		

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

 CLIENT SIGNATURE

 PRINT NAME SIGNED ABOVE

 EMPLOYEE SIGNATURE

 PRINT NAME SIGNED ABOVE

Client Agreement

As an authorized representative of the client company, the individual signing this timesheet verifies and warrants that the hours worked as indicated are correct and that the 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 employee through another employment agency for at least one year following termination of this assignment.
- In the event Client fails to pay Scientific Search's fees and charges within 90 days of 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 attorneyfees.
- 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 agreement.
- Prior to employee conversion, outstanding invoices must be within payment terms with payment dates scheduled for any invoices not yet paid.