

Company <span style="border: 1px solid red; display: inline-block; width: 100%; height: 15px;"></span>	Client Name		
Address	City	State	Zip Code
Associate/Consultant Name <span style="border: 1px solid red; display: inline-block; width: 100%; height: 15px;"></span>			
Employee Number			

TIME SUMMARY	
Reg Hours	
OT Hours	
Holiday Hours	
Vacation Hours	
Assoc./Consult. Initials	▶

DAY	DATE	START TIME	STOP TIME	LESS MEAL TIME	REGULAR HRS	OVERTIME HRS	SUPERVISOR'S INITLS.
Monday	// //						
Tuesday	// //						
Wednesday	// //						
Thursday	// //						
Friday	// //						
Saturday	// //						
Sunday	// //						
[ TOTALS MUST BE ROUNDED TO THE NEAREST 1/4 HOUR ]					TOTAL		◀ SUPERVISOR'S INITIALS
[ VACATION HOURS MUST BE WHOLE HOURS ] ▶					_____ VACATION HOURS REQUESTED TO BE USED.		OVERTIME HOURS MUST BE APPROVED & INITIALED BY SUPERVISOR.

**Associate/Consultant Agreement.** I understand that Freeman+Leonard cannot issue payment without presentation of an accurate and completed time sheet signed by me and by an authorized representative of Freeman+Leonard's customer, and that any time sheet submitted 45 or more days after the work week it represents will be considered void and subject to reverification and Associate disciplinary actions. Freeman+Leonard time sheets are due weekly. Unless special arrangements have been made, I understand that Freeman+Leonard will not recognize hours worked in the absence of a time sheet. Failure to submit current, complete, and accurate time sheets can result in disciplinary measures, up to and including termination.

**I certify that no accident or injury was sustained while working on the assignment, unless so noted in the Comment Section. I have read, understand, and agree to the contents of the Freeman+Leonard Orientation Handbook.**

I understand I must contact Freeman+Leonard when each of my assignments ends. If I fail to do so, I will be considered to have left work voluntarily without cause, and my unemployment benefits may be denied. Pursuant to my application agreement, I agree that I will not on my own solicit work from any Freeman+Leonard customer for whom I have worked through Freeman+Leonard for a period of one (1) year from the completion of my last assignment. Work includes being employed directly by customer, or as a temporary, leased, contractor, or payrolled employee of customer through another organization. Customer includes all subsidiaries, affiliates, partners, co-venturers, and subcontractors of customer. If the customer desires to hire me, I agree to give Freeman+Leonard notification of this intention and understand that the customer is responsible for a liquidation fee or to keep me on the Freeman+Leonard payroll until the fee is earned. I understand and agree that should the customer not pay said fee, I am responsible to Freeman+Leonard and will pay the fee myself.

**My signature indicates acceptance of the terms listed in the Associate Agreement and certifies that the hours shown on this time sheet were (i) all the hours worked by me during the week designated, and (ii) approved in writing by an authorized representative of the customer.**

Comments: \_\_\_\_\_

Associate's/Consultant's Signature:  Date:

**Terms and Conditions**

**Customer Agreement.** Except as modified separately in writing, these terms govern Customer's completed and future staffing assignments. Customer includes all subsidiaries, affiliates, partners, co-venturers, and subcontractors of the named Customer. No oral statement of any person shall modify or otherwise affect the foregoing terms and conditions. It is agreed that the individual signing this time sheet is an authorized representative of the Customer and hereby certifies that the hours are correct and that the work was performed satisfactorily. Customer agrees that overtime work performed by Freeman+Leonard Associates is billed at 1½ times the regular bill rate. Payments are due upon receipt of invoice. Interest charged on unpaid balances will be at a rate of 1½% per month, but not greater than the legal rate of interest allowed, until paid.

Without Freeman+Leonard's prior written consent, Customer will not entrust Freeman+Leonard Associates with the care, custody, or control of cash, negotiables, valuables, securities, unattended premises, credit cards, check-writing materials, confidential or trade secret information, or other similar property. Customer will pay all claims, defenses, and costs associated with Freeman+Leonard's employees arising from non-observance of this section. Customer will indemnify, defend, and hold Freeman+Leonard harmless from all suits, claims, and costs arising from an unsafe workplace or from the inherent risks of Customer's business or operation. Customer agrees to furnish Freeman+Leonard Associates with a safe place to work. Customer represents that Customer is familiar with all applicable OSHA requirements and regulations, and that Customer is in compliance with OSHA Hazardous Communication Standards as well as state right-to-know laws. Customer agrees to notify Freeman+Leonard immediately of the presence of any hazardous materials or chemicals in or near the areas where Freeman+Leonard Associates are working or may be assigned to work. Customer will indemnify and hold Freeman+Leonard harmless in the event that any OSHA citations are issued and/or any claims are brought based on OSHA violations.

Customer will pay Freeman+Leonard a conversion fee for using any Freeman+Leonard Associate during the 360 days after that Associate's last assigned work day for Customer. "Using" and "use" include: (i) employing the Associate directly; (ii) purchasing the Associate's services as a temporary, payrolled, contracted, or leased employee of an organization other than Freeman+Leonard for substantially the same work as the Associate's assignment through Freeman+Leonard; (iii) obtaining the Associate's services through any independent contractor, agency, facility staffing, or consulting relationship with the person; or (iv) arranging, suggesting, facilitating, or allowing the Associate's employment or recruitment by another organization, whether or not the Associate is later assigned to Customer. The Conversion Fee is 30% of Annualized Pay. "Annualized Pay" means the greater of (i) 2,080 times the Associate's last hourly pay rate on assignment for Customer, or (ii) the annual salary accepted by the Associate with Customer. Customer will pay all reasonable and necessary costs for Freeman+Leonard to investigate the use and to collect the Conversion Fee.

**My signature indicates acceptance of the terms listed in the Customer Agreement.**

Customer's Signature:  Date: