



## Press hard and print clearly

**ASSOCIATE NOTICE:** Please fill in this time card completely. Leave the appropriate copy with your supervisor who signs to verify hours. The Express copies of the time card must be received in our office by 8:00 a.m. Monday. Failure to turn in your time card by the deadline may delay your cheque by one week.

Name				Week Ending Date (Sunday)			
Social Insurance Number (Last 3 Digits)				Job Number			
Client Company Name				<input type="checkbox"/> Assignment Completed <input type="checkbox"/> Returning Next Week			

I CERTIFY THAT I HAVE WORKED THE HOURS LISTED ON THIS TIME CARD. WHILE ON THIS ASSIGNMENT, I HAVE NOT HAD ANY WORK-RELATED INJURIES OR ILLNESSES THAT I HAVE NOT REPORTED TO EXPRESS.

DAY/DATE	TIME IN	Lunch Out	Lunch in	TIME OUT	Regular Time	Overtime	Double Time
MON							
TUE							
WED							
THU							
FRI							
SAT							
SUN							

Signature : \_\_\_\_\_ Date : \_\_\_\_\_

Yes! As an Express Associate, I want to help the Children's Miracle Network.  
 Please deduct:  
 \$ \_\_\_\_\_ This paycheque   
  \$ \_\_\_\_\_ Every paycheque   
  \$ \_\_\_\_\_ Other



**CLIENT NOTICE AND VERIFICATION:** The undersigned, as agent for the client company, certifies that the Express temporary associate named herein worked acceptably during the period noted on this card. The undersigned also acknowledges and accepts the terms and conditions listed on the reverse side of this time card whereby this temporary associate has been supplied by Express Employment Professionals. Please read the terms and conditions and retain the client copy.

Authorized Signature \_\_\_\_\_

<b>ENTER WEEKLY TOTALS</b> (Round to nearest quarter hour)					Regular Time	Overtime	Double Time
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Title: \_\_\_\_\_ Date: \_\_\_\_\_

QUALITY OF WORK:  EXCELLENT   
 SATISFACTORY   
 UNSATISFACTORY

CLIENT COPY

## EXPRESS EMPLOYMENT PROFESSIONALS - TERMS AND CONDITIONS

The following terms and conditions form the basis for Express Services, Inc., d/b/a/ Express Employment Professionals, supplying temporary associates to client companies. The signature of the client's agent on the face of this time card constitutes full acceptance of the following terms and conditions:

- It is agreed neither Express nor Express' temporary associates will be responsible for physical loss or damage to, or loss of use of, machinery, equipment, materials, or other property while in the care, custody, or control of an Express temporary associate.
- It is agreed that the client shall accept full responsibility for bodily injury, property damage, fire, theft, collision, or public liability claims arising out of the operation of a motor vehicle or any powered industrial truck for the client by the temporary associate.
- It is agreed that the client shall notify Express of any changes in the duties of an Express temporary associate from those originally described to Express.
- It is agreed that the client will indemnify Express and Express' temporary associates for injuries incurred by client's employees, agents, and/or third parties in the course of their employment; losses resulting from work performed by Express temporary associates in a reasonable, prudent manner and/or as instructed by client; and losses resulting from willful misconduct, intentional, or negligent acts by the client (except for bodily injury to the temporary associate covered by workers' compensation).
- It is agreed that the client will not entrust an Express temporary associate with unattended premises or any part thereof, or with the care, custody, or control of cash, negotiables, or other valuables without the prior written permission of Express, and then only when the Express temporary associate's specific duties necessitate such activities. It is agreed that any claims made under Express' fidelity bond must be made in writing by the client within ten (10) days of the occurrence.
- It is agreed that the client will be billed a minimum daily charge of four (4) hours.
- It is agreed that the client will furnish a suitable place for Express associates to work that complies with all laws and ordinances related to occupational health and safety.
- It is agreed that the responsibilities of the client as specified in Express' Health and Safety Policy and Express' Right to Know Policy will be complied with where applicable.
- It is agreed that the client will notify Express of any intent to directly hire an Express temporary associate and agrees that the associate will remain on Express' payroll for a period of 720 working hours from the date of notification. If this minimum working hours is shortened by the client, the client agrees to pay Express at the current bill rate for the difference between 720 hours and the hours actually worked by the Express associate.
- It is agreed that hiring or using an Express temporary associate through another staffing firm within 180 days of the associate's last reported hours will require, from the client, a payroll transfer fee calculated at 1% per \$1,000.00 of annual salary, not to be less than \$1,500.00 unless otherwise agreed to by Express.
- It is agreed that charges for Express temporary associates are payable on the due date stated on the invoice (10 days from invoice date). The client agrees to promptly pay the charges evidenced by this time card or any other mutually acceptable recording method.
- It is agreed that Express reserves the right to assess service charges **per month (18% per annum)** on any charges remaining unpaid 30 days after the invoice date, unless otherwise specified by federal or provincial law.
- It is agreed that Express is entitled to reasonable collection fees, attorney fees, and any other expenses incurred in the collection of all charges on the client's account(s).