



FAX COMPLETED TIMESHEET BY MONDAY AT 9:00 A.M. TO THE DALLAS OFFICE: 972-720-1023 – PHONE 972-720-1020

Week Ending \_\_\_/\_\_\_/\_\_\_

**Please Print**

Client Name \_\_\_\_\_

Report To \_\_\_\_\_

**Please Print**

Employee's Name \_\_\_\_\_

Social Security # X X X - X X - \_\_\_\_\_

Phone # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

My assignment is over, and my last day will be \_\_\_\_\_

I certify that the hours reported by me on this timesheet are correct and were worked by me. I am financially responsible for any incorrect time reported. I understand the terms on the bottom of this form and agree to abide by them. As an employee of Q&A Contract Services, if any re-issue of checks result in me getting double payment for my work, I owe Q&A Contract Services for such double pay.

Signature of employee \_\_\_\_\_

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Date							
Time In							
Time Out							
Meal Time							
TOT. FOR DAY							
Input time In decimals	TOTAL FOR WEEK						

**CLIENT APPROVAL**

I agree that hours shown above are accurate and the work performed was satisfactory. I understand there is a four (4) hour minimum per employee per day. You are authorized to pay your employee and bill us accordingly as verbally or otherwise agreed to. Client's signature indicates that terms as shown on the bottom of this form have been read and agreed to and that client is bound by such terms.

For: (Co. Name) \_\_\_\_\_

By: (Company Representative) \_\_\_\_\_

Title: \_\_\_\_\_ Date \_\_\_\_\_

Overtime is paid on hours over 40 per week and paid and billed at time and a half. No paychecks will be issued without Q&A Contract Services having a signed timesheet in their possession.

**CLIENT'S TERMS AND CONDITIONS**

Q&A Contract Services invoices reflect payroll we have already paid. You agree with our terms which are payable upon receipt. A late payment charge of 1.5% per month will be charged to accounts not paid within 30 days.

The person assigned is an employee of Q&A Contract Services. Q&A Contract Services warrants that its employees are covered by worker's compensation insurance and that it assumes total responsibility to pay all applicable federal, state and local withholding taxes, social security and unemployment compensation charges. Client will comply with all employment laws.

Q&A Contract Services and its employees understand they are not authorized to incur any expenses on your behalf without your prior consent.

The insurance provided by Q&A Contract Services does not cover physical loss, damage or liability caused by the operation of your automotive equipment. Your company accepts full responsibility for physical injury, property damage, or any other loss of whatever nature resulting from an accident while a Q&A Contract Services employee is driving your company's vehicle, regardless if it is owned or rented, or operating prohibited equipment as described in the employee's terms below.

Q&A Contract Services employees are not authorized to handle cash, negotiable or other valuables as described in employee's terms listed below without written consent from Q&A Contract Services and only when duties specifically require such activities and only under your direct supervision. Q&A Contract Services will not be liable for loss under Q&A Contract Services fidelity bond unless such claims are reported in writing to Q&A Contract Services within sixty (60) days after the termination of the temporary assignment. Upon the request by our clients, Q&A Contract Services will provide various background verifications on a candidate. The background verifications can include education verifications, local, state or national verification histories, credit verification histories and other types of verifications, all on a fee basis. We usually check employee references by asking specific questions to selected previous employers with regard to qualifications and work history. This reference check is generally done prior to the first time we place that individual on a temporary assignment. While we are willing to provide you with the results of any reference checks that we have performed, if you choose to directly employ one of our temporary employees, you should conduct such additional or more recent reference inquiries of previous employers or verify such other items (such as degrees, professional certifications or criminal background) as you deem appropriate for the position. Where client directly hires or otherwise secures the service of Q&A Contract Services's employee, client's decision will be based on client's independent determination that the employee is suitable and qualified. Q&A Contract Services shall have no ongoing responsibility or liability for the acts of its former employee, client will not hold Q&A Contract Services liable for all such acts or omissions of its former employee, and client shall be deemed to have waived all claims against Q&A Contract Services relating to the employee. Because of substantial legal restrictions on the use and communication of various types of information, we have not screened for drug use, administered a medical exam, conducted a criminal background check or engaged in any verification process other than the reference checks described above unless agreed upon in a separate agreement.

Supervision of Q&A Contract Services employee's work on your premises is your responsibility. Our Company clearly recognizes that the maintenance of adequate accounting controls, processes and any supervision is client responsibility and client assumes all responsibility for such and any activity that results from the lack of such controls, processes and supervision.

You agree that your company, or any of its subsidiaries, affiliates, divisions or successors, unless written consent is received prior, will not offer employment to this person on either temporary or permanent basis until at least one year following termination of the temporary assignment. If your company, or any of its subsidiaries, affiliates or successors employ this person on its payroll, or in a consulting capacity or your referral of our employee to an unrelated party, within the one year period described earlier, your company, or the hiring division, subsidiary, affiliate or successor agrees to immediately pay Q&A Contract Services a conversion fee (payable upon receipt of invoice) equal to that percentage of the employee's starting salary as described below. Any prior payments made to Q&A Contract Services before the employee was hired will not be applied to the fee. In the event that you fail to pay all charges when due (whether for temporary services or conversion fees) and litigation results, then you will pay to Q&A Contract Services all litigation costs plus collection fees, and a reasonable attorney's fee. Each invoice and timesheet represents a separate and distinct contract.

\$0 to \$25,000	25%	\$ 26,001 to \$27,000	27%	\$28,001 to \$29,000	29%	Greater Than \$100,000	35%
\$25,001 to \$26,000	26%	\$27,001 to \$28,000	28%	\$29,001 to \$100,000	30%		

**MINIMUM FEE OF \$3500 FOR PROFESSIONAL SERVICES**

**EMPLOYEE'S TERMS AND CONDITIONS**

I understand that my work will be assigned and supervised by the Q&A Contract Services client. I recognize Q&A Contract Services is not a professional accounting firm and I am not authorized to render an opinion on financial statements on behalf of Q&A Contract Services or its client. Nor am I authorized to put the name Q&A Contract Services or use their name on financial statements or tax returns. I understand that falsified hours on this timesheet are considered fraudulent and will be prosecuted to the fullest extent of the law.

Q&A Contract Services and its employees understand they are not authorized to incur any expenses on client's behalf without client's prior consent. I understand that as a Q&A Contract Services employee, I am not authorized to operate automotive equipment or machinery (other than office machines) or to perform any physical work.

I further understand that, as a Q&A Contract Services employee, I am not authorized to handle cash, negotiable or other valuables without the written consent of Q&A Contract Services, and under no circumstances am I allowed to act as transport of same.

I agree to notify my Q&A Contract Services contact immediately should I be offered direct employment by a client (or by a referral of the client to any subsidiary or affiliated company), either for a permanent or temporary position within a one-year period after the last day of any assignment. I further understand that I will not be charged a fee by Q&A Contract Services. I agree to notify Q&A Contract Services immediately upon completion of this temporary assignment. Failure to do so will affect eligibility for unemployment benefits.