

PERMANENT & TEMPORARY SERVICES

I H T STAFFING

1361 21st Ave N #109
 Myrtle Beach, SC 29577
 843 / 626-7970
 FAX 843 / 626-7974

IMPORTANT FOR EMPLOYEE: BY EXECUTING THIS FORM, EMPLOYEE AGREES TO TERMS AND CONDITIONS OF INNOVATIVE HIRING TECHNOLOGY, INC. AND CERTIFIES THAT THIS FORM IS TRUE AND ACCURATE, AND THAT NO INJURIES WERE SUFFERED.

EMPLOYEE SIGNATURE	
PRINT EMPLOYEE NAME	
SOCIAL SECURITY NUMBER	

ASSIGNMENT COMPLETED? YES NO
 AVAILABLE FOR WORK? YES NO WHEN AVAILABLE?
 (IF AVAILABILITY NOT INDICATED, IT MAY BE ASSUMED THAT I AM NOT AVAILABLE.)

- Type or use ballpoint pen. Press hard, you are making 4 copies.
- Use a separate time record for each week, each client, each pay rate.
- Must be signed by authorized representative of client company.

PLEASE DO NOT ADVANCE ANY MONEY TO EMPLOYEE

				TOTAL HRS. WORKED		
DATE	DAY	TIME STARTED	TIME FINISHED	LESS LUNCH	REGULAR	OT
/ /	MON					
/ /	TUES					
/ /	WED					
/ /	THURS					
/ /	FRI					
/ /	SAT					
/ /	SUN					

TOTAL HOURS FOR WEEK TO NEAREST 1/4 HOUR
 CLIENT TO DRAW LINE THROUGH ANY BLANK SPACES ABOVE. ➔

IMPORTANT FOR CLIENT: BY EXECUTION OF THIS FORM, CLIENT CERTIFIES THAT HOURS SHOWN ARE CORRECT, WORK WAS DONE SATISFACTORILY AND THAT CLIENT AGREES TO THE TERMS AND CONDITIONS ON THE REVERSE SIDE OF THIS FORM. PLEASE DRAW LINE THROUGH UNUSED SPACES ABOVE.

Client Company		Dept.	
Authorized Signature			
Please Print Name		Title	

white-OFFICE **PLEASE SEE AGREEMENT** canary-OFFICE
 pink-CLIENT **ON REVERSE SIDE.**

CUSTOMER AGREEMENT

I certify that the hours worked by the above named IHT Staffing employee are true and correct and that the work was performed in a satisfactory manner. I do hereby agree not to work for any contractor or anyone associated with the company that IHT Staffing has referred me to for a period of 6 months without first notifying IHT Staffing. If I fail to comply with this agreement I will be charged a fair and equitable fee up to 15% of my first year's annual salary for my placement.

I understand that I cannot allow your employee to operate any motor vehicles, automotive or truck equipment without my signing a Driver's Release. I agree to accept full responsibility for any bodily injury, property damage, or fire caused by the said IHT Staffing employee while said IHT Staffing employee is operating any of the aforementioned vehicles or equipment.

I hereby warrant that I comply with all laws, rules and regulations of duly constituted governmental bodies concerning IHT Staffing or any other employees and agree to indemnify and hold IHT Staffing harmless from any and all claims, suits, demands or other causes of action which may arise or be asserted against IHT Staffing by reason of my failure to comply with same. I further agree not to entrust the said IHT Staffing employee with any cash, negotiables or other valuables without prior written permission from IHT Staffing.

It is further understood that IHT Staffing will not be responsible for any claims arising out of or under its Fidelity bond unless such claims are reported in writing to IHT Staffing within one week after the alleged wrongful act.

It is agreed that if I become delinquent in the payment of all or part of any invoice generated hereby, I will be responsible for all costs of collection, including attorney's fees if collected by or through an attorney-at-law.

Recognizing the substantial investment that IHT Staffing has in maintaining its staff we agree to contact IHT Staffing in writing immediately if our firm is interested in offering the employee represented by the above Social Security number employment within 180 days after the week ending date above, and if we agree to hire this employee this contact with IHT Staffing will be for the purpose of agreeing on what compensation IHT Staffing should receive from us for putting this employee on our payroll.