



284 West Exchange Street
 Providence, RI 02903
 Phone: (401) 632-0580
 Fax: (401) 632-0584

EMPLOYEE NAME

COMPANY NAME

WEEK ENDING DATE (SATURDAY) _____

COST CENTER # _____

Sun _____	Mon _____	Tue _____	Wed _____	Thurs _____	Fri _____	Sat _____
Time In	Time In	Time In	Time In	Time In	Time In	Time In
Lunch Out	Lunch Out	Lunch Out	Lunch Out	Lunch Out	Lunch Out	Lunch Out
Lunch In	Lunch In	Lunch In	Lunch In	Lunch In	Lunch In	Lunch In
Time Out	Time Out	Time Out	Time Out	Time Out	Time Out	Time Out
Total Hours	Total Hours	Total Hours	Total Hours	Total Hours	Total Hours	Total Hours

By signing I certify I have worked these hours. I will not accept a permanent or independently contracted position with any company for which I worked as a Silverman McGovern Staffing, Inc. temporary employee without first notifying Silverman McGovern Staffing, Inc. I acknowledge that this timecard is proof of my hours.

Employer Signature: Silverman McGovern Staffing, Inc. provides temporary employees under the terms and conditions outlined in this agreement. The signature authorizes payment and acknowledges the client's acceptance of agreement on the reverse.

Employee Signature	Total Hours Worked
Supervisor Signature	Verification of Hours
Print Supervisor Name	
Department	

Pick up check Mail check Direct Deposit Returning to assignment YES NO
 White - Original Pink - Client Yellow - Employee

TEMPORARY EMPLOYEE SERVICES AGREEMENT

Silverman McGovern Staffing, Inc. (hereinafter Silverman McGovern Staffing, Inc.) provides temporary employees to client companies under the terms and conditions contained in this agreement. The signature on the front of the timecard acknowledges client's acceptance of the following:

Silverman McGovern Staffing, Inc. guarantees client satisfaction with its temporary employees for the first four hours of the assignment. If a temporary employee is not performing the job satisfactorily, client must notify Silverman McGovern Staffing, Inc. within that time period in order to avoid any charges.

A Silverman McGovern Staffing, Inc. temporary employee cannot be recalled or hired as a permanent employee or independent contractor without first notifying Silverman McGovern Staffing, Inc. and giving Silverman McGovern Staffing, Inc. the opportunity to present the offer to the temporary employee.

If the temporary employee, during the assignment or within one year of the last working day of the assignment accepts a position as an employee or independent contractor with client, the client will pay Silverman McGovern Staffing, Inc. a payroll transfer fee. The fee is equal to Silverman McGovern Staffing, Inc.'s permanent fee schedule, unless otherwise agreed.

Client will not entrust Silverman McGovern Staffing, Inc.'s temporary employee with unattended premises or any part thereof, handling of cash, negotiables or any other valuables without Silverman McGovern Staffing, Inc.'s prior written approval and then only if the temporary employee's specific duties require such activities.

Unless assigned specifically for the purpose, the client shall not authorize or cause Silverman McGovern Staffing, Inc. employees to operate machinery, trucks or other automotive equipment without first obtaining written consent from Silverman McGovern Staffing, Inc. It is acknowledged, understood and agreed that insurance furnished by Silverman McGovern Staffing, Inc. does not cover physical loss or damage caused by the operator of client's equipment, vehicles, automobiles or trucks by Silverman McGovern Staffing, Inc. employees. It is further agreed that the client shall accept full responsibility for bodily injury, property damage, fire, theft, collision or public liability damage claims while a Silverman McGovern Staffing, Inc. employee is operating client's vehicle, whether owned or rented.

All hours worked over 40 hours per week will be deemed as overtime and billed at time and one half. Candidates are paid a minimum of three hours per day. Billing will follow the same guideline. Client will be billed for the hours listed. Client agrees that payment of charges for a temporary employee are due Silverman McGovern Staffing, Inc. upon receipt of the invoice. Make no payment directly to a Silverman McGovern Staffing, Inc. temporary employee.

Each invoice and time sheet will evidence a contract. In the event you fail to pay any Silverman McGovern Staffing, Inc. invoice, in full, when due, or otherwise fail to abide by any of the Conditions of Assignment, you agree to pay, in addition to any outstanding invoice amount, all costs of collection, including reasonable attorneys' fees, whether or not a suit is initiated.

Client will pay interest at the rate of 1 1/2% per month (18% per annum) on any charges remaining unpaid 30 days after the invoice date.