



### CLIENT INFORMATION

Company Name: \_\_\_\_\_

Corporate Site: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Manager: \_\_\_\_\_

Position: \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Please see reverse for contract terms and conditions.

# INDIVIDUAL TIMESHEET

Tel / Fax: 416-530-1600  
www.signatureserve.com

EMPLOYEE NAME: \_\_\_\_\_

Date (MM/DD/YY)	Start Time	End Time	Deduct Break	Total Hrs.
<b>TOTAL HOURS:</b>				

\_\_\_\_\_  
Signature (Manager):

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (Employee):

\_\_\_\_\_  
Date

White - Fax Copy / Client Copy    Canary - Employee Copy

## **TERMS & CONDITIONS:**

THE CUSTOMER ACKNOWLEDGES THAT THE INFORMATION PROVIDED ALONG WITH THESE TERMS AND CONDITIONS SET OUT HEREIN CONSTITUTE THE ENTIRE AGREEMENT BETWEEN SIGNATURE SERVICE INC. AND THE CUSTOMER. SIGNATURE SERVICE INC. AGREES TO PROVIDE THE EMPLOYEES NAMED ABOVE TO THE CUSTOMER AND TO PAY THEIR WAGES, VACATION PAY, WSIB, AND DEDUCT ALL OF THE REQUIRED TAXES SET OUT BY GOVERNMENT REGULATION. THE CUSTOMER COVENANTS AND AGREES WITH SIGNATURE SERVICE INC. AS FOLLOWS:

1. Client's signature is acknowledgement of the exact number of hours worked by an employee, and constitutes authorization for Signature Service Inc. to invoice for those hours.
2. Client agrees that all hours worked by an employee during a week in excess of maximum hours allowable by law (over 44 hours in a week) shall be paid for at one half times the regular hourly rate.
3. Unless otherwise stipulated by Signature Service Inc. a permanent fee is chargeable should the employee be transferred to Client's permanent staff before three (3) consecutive months or four hundred and fifty (450) hours.
4. Personnel assigned by Signature Service Inc. shall not be permitted to handle money, securities, valuables, or any form of negotiable instruments and/or documents without prior written permission from Signature Service Inc.
5. Personnel assigned by Signature Service Inc. shall not be permitted to operate any vehicles or machinery without prior written permission from Signature Service Inc.
6. The Client shall be responsible for supervising the employee and ascertaining abilities, and Signature Service Inc. shall in no way be liable for any act or omission by the employee. The Client shall carry sufficient vehicle and cargo insurance to cover all responsibility arising from employee duties.
7. There will be a four (4) hour minimum charge to Client per employee per day unless otherwise authorized.