



**S T A F F I N G   G R O U P**

<b>CLIENT NAME</b>		<b>WEEK ENDING SUNDAY</b>	
<b>ADDRESS</b>		<b>CITY</b>	
<b>REPORT TO</b>	<b>JOB NO.</b>		
<b>ASSOCIATE NAME</b>			
<b>SOCIAL SECURITY NUMBER</b>		<b>HOLD MY CHECK</b> <input type="checkbox"/>	<b>MAIL MY CHECK</b> <input type="checkbox"/>

**ASSOCIATE SIGNATURE**  
**X**

**IMPORTANT FOR ASSOCIATE:** BY EXECUTING THIS FORM, ASSOCIATE AGREES TO TERMS AND CONDITIONS ON REVERSE SIDE; CERTIFIES THAT THIS FORM IS TRUE AND ACCURATE, AND THAT NO INJURIES WERE SUFFERED.

DAY	DATE					O.T. HOURS
		STARTED	FINISHED	LESS LUNCH	REG HOURS	
MON						
TUES						
WED						
THURS						
FRI						
SAT / SUN						

<b>MINIMUM FOUR (4) HOURS PER ASSOCIATE PER DAY*</b>	<b>REGULAR</b>		<b>OVERTIME</b>	
	HRS	MIN	HRS	MIN
ROUND HOURS TO NEAREST QUARTER HOUR				

<b>CLIENT, PLEASE COMPLETE</b>	
CLIENT: Write TOTAL hours working (in words) here	TOTAL HOURS
NAME: (PRINT)	TELEPHONE NUMBER
AUTHORIZED SIGNATURE	DATE
<b>X</b>	

**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.

**TERMS AND CONDITIONS**

The client names on the reverse side hereof ("Client"), or Client's duty authorized representative, hereby agrees, acknowledges and certifies to North Bridge Staffing Group, Inc., a Delaware corporation, doing business as North Bridge Staffing Group (hereinafter called "North Bridge") as follows:

- EMPLOYMENT CHARGE.** Client acknowledges that North Bridge incurs substantial recruiting, screening, administrative and marketing expenses in connection with the temporary associate ("Associate") named on reverse side. Client agrees that if Client hires, engages, employs or otherwise retains the services of Associate within 180 days after the date of shown on the reverse hereof without prior written agreement from North Bridge, Client will pay to North Bridge an amount equal to the "employment charge" for the Associate. The "employment charge" shall be equal to the product of (x) the Gross Salary; and (y) the less of (a) one percent per \$1,000 of Gross Salary, or (b) thirty percent. The term "Gross Salary" shall equal the gross annual salary, bonuses and commissions (before any payroll deductions) offered to be paid to the Associate by the Client; or, in the event the Associate is to be paid on an hourly basis, the "Gross Salary" shall equal the product of (x) the Associate's hourly wage (prior to any deductions); and (y) 2080.
- HOURLY PAYMENTS.** Client certifies that the time set forth as hours worked is correct and that the work was performed in a satisfactory manner (\*MINIMUM FOUR (4) HOURS UNLESS OTHERWISE AGREED TO IN WRITING BY CLIENT AND NORTH BRIDGE). Client hereby agrees that, unless otherwise agreed upon in writing by the Client and North Bridge, that the Client shall be responsible to make payment to North Bridge in an amount equal to the product of (x) the total hours worked; and (y) the chargeable rate for the Associate (as previously agreed upon in writing by North Bridge and Client). All hours worked in excess of 40 hours per week (Mon-Sun) will be billed at 1.5 times the chargeable rate.
- HOLD HARMLESS.** North Bridge shall not be responsible for any loss or damage caused by Associate and Client agrees to indemnify, defend and hold North Bridge, along with its employees, agents, officers and shareholders, harmless against any such loss or damage or any nature.
- INVOICES.** In the event of Client's failure to promptly pay North Bridge's invoices upon Client's receipt thereof, Client agrees to be responsible for all collection expenses, including attorneys' fees, interest and court costs.
- INTERACTION WITH ASSOCIATE.** Client accepts the obligation to discuss all matters concerning Associate, including without limitation, Associate's assignments, wages and payroll procedures with "North Bridge" and not with Associate directly.
- EMPLOYMENT LAWS.** Client shall indemnify and hold North Bridge, along with its employees, agents, officers and shareholders, harmless from any and all claims and damages arising out of Client's violation of employment laws including, without limitation, OSHA, Title VII of the Civil Rights Act of 1964, ADEA, ADA, EPA, EEO, and immigration laws.

**ASSOCIATE INFORMATION**

- RECORDING YOUR TIME.** Report all time to the nearest ¼ Hour. Do not show odd minutes.
  - OVERTIME.** All authorized work you perform in excess of 40 hours per week (Mon-Sun) will be at 1.5 times the regular rate. You are permitted to work overtime only if the client requests and approves such work. Written approval must be obtained by North Bridge by Client before overtime can be authorized.
  - LUNCH.** Your lunch period will be determined by the supervisor to whom you are assigned. If you work a full day, the law requires you take a minimum of one half (1/2) hour for lunch.
  - ABSENCE.** In case of absence, Call North Bridge At Once. North Bridge will contact the Client. If you will be out for a number of days it will be up to the Client to determine whether you should be replaced.
  - CONTACT WITH CLIENT.** Never Call North Bridge's Client. When you are late, or if you cannot work the prescribed hours, or if you won't be able to report for work, call North Bridge.
  - FUTURE ASSIGNMENTS.** If you do not contact North Bridge after each assignment, North Bridge will assume you are not available for work.
- NOTE:** In certain states, if you fail to contact North Bridge, without good, unemployment benefits may be denied.

