

BJM
 & associates, inc.
 190 West Lowry Lane
 Lexington, KY 40503
 phone: (859) 223-3000
 fax: (859) 223-5456
 email: accounting@bjmstaffing.com

EMPLOYEE NAME (PRINT)

CLIENT COMPANY NAME IS THIS EMPLOYEE CONTINUING THIS ASSIGNMENT? Yes No

WEEK ENDING (SUN.) EMPLOYEE SOCIAL SECURITY NO.

DATE

	DATE	TIME STARTED	TIME FINISHED	LESS LUNCH AT LEAST 1/2 HOUR	REG. HRS.	
MON.						
TUES.						
WED.						
THURS.						
FRI.						
SAT.						
SUN.						
				TOTAL HOURS FOR WEEK Round to nearest 1/4 hour		

NOTICE TO CLIENT: 4 HOURS DAILY MINIMUM ON ALL ASSIGNMENTS
 DO NOT SIGN IF HOURS ARE NOT TOTALED.
 THE SIGNATURE BELOW CONSTITUTES APPROVAL AND ACCEPTANCE IN FULL OF ALL TERMS AND CONDITIONS ON THE FRONT AND REVERSE SIDE OF THIS TIME CARD.
Authorized Signature of Client Company

X _____

CLIENT COMPANY NAME _____

DEPARTMENT _____

EMPLOYEE MUST SIGN THIS FORM
 I CERTIFY THAT THESE HOURS WERE WORKED BY ME DURING THE WEEK ENDING SHOWN ABOVE, AND WERE PROPERLY VERIFIED BY AN AUTHORIZED REPRESENTATIVE OF THE CLIENT COMPANY.
 I FURTHER CERTIFY THAT NO ACCIDENT OR INJURY WAS SUSTAINED BY ME WHILE WORKING ON THE ASSIGNMENT.

X _____

AVAILABLE FOR WORK?
 YES
 NO

DATE AVAILABLE FOR WORK? _____

NOTICE TO EMPLOYEE:
 1.) Failure to deliver your time card by noon, on Monday to the BJM office from which you are assigned may delay your paycheck.
 2.) Failure to notify BJM that your assignment has ended, or is being suspended by the client, will result in BJM assuming that you are not available for work, and that you have voluntarily quit.

CLIENT AGREEMENT

BJM & Associates, Inc., as a supplier of temporary help and staffing services, generates its revenues through services it renders through the efforts of its employees to its clients and, therefore, has a substantial and ongoing investment in these employees. Client acknowledges the importance of BJM's employees to the operation of BJM and agrees that it will not utilize, employ, or hire any BJM employee through any other supplier/service or for its own staff for a period of fifty two (52) weeks after the date of the employee's last timesheet from assignment with client through BJM. Client agrees that if client desires to utilize, employ, or hire an employee of BJM through any other supplier/service, or for its own staff on a permanent or a temporary basis, the client will give BJM notice of its intentions and agrees to pay BJM a conversion fee equivalent to the current direct-hire fee schedule. The conversion fee is due and payable upon receipt of our bill.

It is acknowledged and understood that the person signing this timesheet is an authorized representative of the client company and hereby certifies that the hours are correct, that the work was performed satisfactorily, and that the client company is responsible for compensating BJM in U.S. dollars for the services provided by the employee identified on the timesheet. Client agrees not to switch a BJM employee to a different job description without first receiving approval from an authorized BJM management representative.

Client warrants that it will provide a safe workplace for BJM employees, and agrees to indemnify BJM for any workers' compensation benefits, costs and/or expenses which may result to a BJM employee because of an unsafe workplace or conditions. Client agrees that no insurance is afforded by BJM for physical harm, loss or damage to client's property, including but not limited to machinery, equipment, material, or any motorized vehicle (whether licensed for road use or not) in the care, custody, or control of BJM, its agents or employees and that BJM shall not be liable for any loss or damage to said property or loss of said property caused by BJM, its agents or employees. The client accepts full responsibility for claims or losses involving bodily injury, property damage, fire, theft, collision, cargo damage, or public liability damage incurred as a result of a BJM employee driving client vehicles.

Client will not assign or entrust BJM employees with the care, custody or control of cash, negotiable instruments, valuables, or similar property without the prior, written consent of an authorized BJM representative. In the event such consent shall be obtained, it is nevertheless understood and agreed that claims made under BJM's Bond must be reported in writing to BJM within ten (10) days after the discovery of the occurrence.

Client agrees to pay all invoices per terms, and finance charges of one and one-half percent (1 1/2%) per month or eighteen percent (18%) per annum on charges remaining unpaid five (5) days after terms on a thirty (30) day basis, and expenses of collection including reasonable attorney's fees if BJM engages an attorney to enforce payment of any charges incurred.