



Pacific Coast
Staffing

Phone: 415-546-2500 • Fax:: 415-546-2510
100 Bush Street, Suite 675 SF, CA 94104

EMPLOYEE NAME:
Please print clearly

CLIENT COMPANY:

WEEK ENDING:
Last Day of the Week=Sunday

EMPLOYEE TIME RECORD

DAY	DATE	START	LUNCH		END	REGULAR HOURS	OVERTIME HOURS	REMARKS
			OUT	IN				
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
TOTALS	⇒ ⇒ ⇒ ⇒ ⇒ ⇒ ⇒ ⇒ ⇒ ⇒ ⇒ ⇒ ⇒ ⇒							
Record hours worked in decimals and round to the nearest quarter hour. For Example: (7 hrs 15 min = 7.25 hrs) (7 hrs 45 min = 7.75 hrs)						=	THIS WEEKS TOTAL HOURS WORKED	

PAYCHECK DISTRIBUTION	STATEMENT OF ACCURACY	APPROVAL OF HOURS WORKED
Fax time records by Noon on the Monday following the week ending covered by this time record. Paychecks will be available for pick up on the following Friday from 7am-5pm, or can be mailed with your consent. <input type="checkbox"/> I will <u>pick up</u> my paycheck from PCS during the time frame stated above. <input type="checkbox"/> <u>Mail</u> my paycheck. By checking this box your paycheck will be mailed, however PCS cannot be responsible for lost, delayed or misdirected paychecks. We will do our best to track missing checks after one week.	I attest that the hours stated on this time record were worked by me during the time period shown above and that these hours were properly certified by an authorized representative of the client company. X Employee Signature <i>Includes acceptance of Paycheck Distribution</i> My Assignment Will Continue Next Week: <input type="checkbox"/> YES <input type="checkbox"/> NO	Execution of this form by the client company constitutes a certification that the TOTAL hours listed are correct as stated, that the work was performed in a satisfactory manner, and that the applicable fees are due and payable to PCS upon receipt of invoice. X Authorized Client Company Rep/Mgr Signature <i>Includes acceptance of Client Agreement listed below</i> Printed authorized representative name Title

CLIENT AGREEMENT
<p>We (<i>the client</i>) understand that the temporary help supplied by Pacific Coast Staffing (referred to here on our as PCS) is the result of substantial expense on the part of PCS in terms of time and money spent for the advertising, screening, testing and training of its personnel. Therefore, in consideration for this service, we agree that if any employee named herein is employed by us, our associates or affiliates (including but not limited to as a salaried employee or as an independent contractor) during a temporary assignment or within six (6) months after the temporary assignment, we will pay to PCS a settlement fee equivalent to the PCS placement fee of 1% per thousand dollars of annual salary up to a maximum of 30% of annual salary, and in accordance with all other stipulations of the PCS Terms and Conditions.</p> <p>We understand that the supervision of the assigned PCS employee for the agreed upon duties is our (the client) responsibility. We agree the total hours will be billed to the nearest quarter hour and that there is a minimum charge of four hours for each temporary staff representative's assignment. We agree not to authorize any PCS employee to operate any motor vehicles. We agree not to advance and cash to a PCS temporary representative, without the prior written consent of PCS.</p> <p>We agree not to entrust any PCS employee with cash, negotiable instruments or other valuable property without prior written permission from PCS. Without such prior permission, we accept full responsibility for any loss or liability caused or incurred by a PCS employee while handling cash, negotiable or other valuables.</p> <p>We agree to hold harmless PCS for acts of any PCS temporary staff representatives as well as any incidental and consequential damages resulting there from whether those actions are negligent, reckless or intentions. We agree that in the event PCS should file suit to collect any moneys due or which may hereinafter become due, it shall be entitled to collect its reasonable attorney's fees incurred plus its cost of collection.</p> <p style="text-align: center;"><small>DEGRACIA PARTNERS, INC. DBA PACIFIC COAST STAFFING</small></p>