



where opportunities connect

FAX NUMBER FOR TIMECARDS

ATL- (770) 937-0677

Must be received by Noon on Monday with authorized signature.

DATE	DAY	TIME STARTED	TIME FINISHED	LESS LUNCH/BREAK	TOTAL HOURS
	MON				
	TUE				
	WED				
	THU				
	FRI				
	SAT				
	SUN				

(ROUND TO THE NEAREST 1/4 HOUR) - **TOTAL HOURS**

IMPORTANT FOR CLIENT - CLIENT AGREEMENT

The individual signing this timecard is an authorized representative of CLIENT and hereby certifies that the hours worked as indicated are correct and that the work was performed in a satisfactory manner. CLIENT understands that the personnel supplied by Focus is the result of substantial expense on the part of Focus in terms of time, advertising, interviewing, testing and training of its personnel. CLIENT understands that persons placed at the client company through FOCUS are Focus employees. Should client desire to employ any of FOCUS's personnel that have worked with CLIENT during a temporary assignment, CLIENT agrees to: (1) Provide written notice of CLIENT's intent to hire FOCUS's employee. (2) Pay to FOCUS a settlement fee that is negotiable with the Focus representative. FOCUS will be happy to explain its fee structure which takes into consideration length of time that the employee has been assigned to CLIENT, nature of the position, and the nature of business that CLIENT conducts with Focus. CLIENT may not transfer any persons assigned to CLIENT from FOCUS to the payroll of another staffing service or company or allow any person assigned from FOCUS to work at client company for a period of 180 days from the last date at which he/she was assigned to CLIENT. CLIENT acknowledges if the above terms are breached, CLIENT will pay FOCUS a settlement fee equivalent to 20% of the person's annual salary.

***PLEASE PRINT**

ASSOCIATE NAME _____ SS# _____

ASSOCIATE SIGNATURE _____ JOB TITLE _____

***PLEASE PRINT**

COMPANY _____

SUPERVISOR NAME _____

AUTHORIZED SIGNATURE _____

TITLE _____