

EMPLOYEE TIME RECORD

Day	Date	Start Time	Less Lunch	End Time	Hours Worked
Mon					
Tue					
Wed					
Thu					
Fri					
Sat					
Sun					
TOTAL HOURS WORKED:					

Client Name: _____

Client Signature: _____

Client Agreement: Being authorized by said Client, the above signed hereby certifies that the above hours and totals are correct and that the work was performed in a satisfactory manner. I have read and understand the conditions and terms on the reverse side.



Fax signed timecard to:
(608) 238-2160 or drop off at
Celerity NO LATER than Monday.

Week Ending Date: _____ / _____ / _____

Employee Name _____

Signature _____

Assignment complete? Yes ___ No ___

Paycheck handling:

Pickup: Middleton ___ Sun Prairie ___

OR Mail ___ Direct Deposit ___ (upon approval)



Conditions and Terms

Client agrees to the following terms and conditions with respect to services performed and any future services: Client will not employ the person named on this timesheet until 180 days from the completion of his/her assignment at client have passed. If a Celerity employee is hired as an employee or independent contractor within aforementioned 180 days, Celerity will charge 25% of first year's compensation.

Client shall accept full responsibility for supervision of the employee on its work premises. Client shall hold Celerity harmless for any errors, omissions, or professional liability that is claimed to have resulted from any work performed by Celerity employees on behalf of the Client. Client will train Celerity employees in use of their machinery and equipment. Client will make sure that Celerity employees use the necessary safety equipment.

Client shall NOT entrust Celerity employees with the care or control of its premises, cash, negotiables, valuables, or other property and Client shall NOT authorize Celerity employees to operate machinery or motor vehicles without prior written permission from Celerity. Client accepts full responsibility and will hold Celerity harmless and its employees for claims involving bodily injury, fire, theft, property damage, collision, cargo damage, or public liability damage sustained or incurred as a result of a Celerity employee operating such vehicles or machinery.

Client shall defend, indemnify, and save Celerity harmless from any and all fines, penalties, assessments, and claims, including attorney's fees, incurred by Celerity as a result of alleged violations of any Federal, State, or Local law, regulation, or ordinance relating to health and safety with respect to premises owned or controlled by Client and to which Celerity employees are assigned.

Payment terms are net upon receipt of invoice. Invoices that remain unpaid after 30 days are subject to an interest charge of 1.5% per month, which is equivalent to 18% per annum.