



11224 BOARDWALK, SUITE E1-1
 BATON ROUGE, LA 70816-8345
 TEL.: 225-273-8900 FAX: 225-273-8909

TO OUR TEMPORARY:

Mon: Time sheet in by 12:00 noon.
 Fri: Check pick-up 7 a.m. - 5 p.m.

Company Name: _____
 Print

Employee Name: _____
 Print

Soc. Sec. # - -

DATE	DAY	TIME STARTED	TIME FINISHED	LESS LUNCH	DAILY TOTAL
	Mon.				
	Tues.				
	Wed.				
	Thurs.				
	Fri.				
	Sat.				
	Sun.				
REG HOURS		O.T. HOURS		TOTAL HOURS	
hr.	min.	hr.	min.	hr.	min.

TO OUR CUSTOMER:

We sincerely thank you for using Advantage Personnel, Inc. and request that you:

1. Confirm the total regular and overtime hours entered on the time sheet by legibly signing your name and date.
2. Remember, we invoice weekly on the basis of hours worked times hourly rate. Fractions of hours are converted to decimals. There is a four (4) hour minimum show-up time charge per assignment.

CUSTOMER AGREEMENT:

It is understood that the individual signing this time sheet is an authorized representative of the Client and hereby certifies that the work was performed satisfactorily. Client authorizes Advantage Personnel Inc. to bill Client for the hours worked by the named temporary employee. Client agrees that time sheets submitted by facsimile transmission shall be accepted as valid for billing purposes. Advantage Personnel invoices reflect payroll already paid to Advantage Personnel employees for services provided to the Client.

This will confirm Advantage Personnel Inc.'s temporary placement policy with Client Company or affiliates, directly or indirectly, should you hire through our efforts.

Client agrees that insurance is not afforded by Advantage Personnel for physical loss or damage to client's machinery, equipment, material, or any motorized vehicle (whether licensed for road use or not) in the care, custody, or control of Advantage Personnel, its agents, or employees. Also, client accepts full responsibility for claims involving bodily injury, property damage, fire, theft, collision, cargo damage, or public liability damage incurred as a result of an Advantage Personnel employee driving such vehicles.

Client will not entrust Advantage Personnel employees with the care, custody, or control of cash, negotiables, valuables, or other similar property. It is understood and agreed that claims made under Commercial Blanket Bond must be reported in writing to Advantage Personnel within ten (10) days after discovery of the occurrence.

Client acknowledges that Advantage Personnel, Inc. is an Equal Opportunity Employer and agrees that it shall not harass, discriminate against, or retaliate against any Temporary Employee because of his or her race, national origin, age, sex, disability, sexual orientation, marital status, or other category protected by law, nor shall client cause or request Advantage Personnel to engage in such discrimination.

Client agrees that utilization of the employee named on this time sheet on either a temporary or permanent basis will be through Advantage Personnel, Inc. even if no existing contract agreement is in force. If client has intent of hiring said Advantage employee, client agrees to pay the remaining hours in accordance with our fee schedule or a finder's fee to be determined at such time.

*Once Again - Thank You For Calling
 Advantage Personnel, Inc.*

Date _____

Client Company Authorized Signature _____

ASSIGNMENT STATUS: CONTINUING COMPLETED

White copy for Advantage

Yellow Copy for Client

Pink Copy for Employee