



Josephine's Professional Staffing, Inc.

2158 Ringwood Avenue, San Jose, CA
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 E-mail: jps@jps-inc.com

FILE #: _____

EMPLOYEE VERIFICATION										CLIENT VERIFICATION	
WEEK ENDING SUNDAY	MO	DAY	YEAR							COMPANY NAME:	
EMPLOYEE NAME (Print)								DEPT. & ROOM NO.:			
SOCIAL SECURITY NO.	X	X	X	-	X	X	-			DATE:	OFFICE PHONE NO.:
Employee Agreement: I hereby certify that these hours and dates are correct and have been approved by the client. I understand that 1) Any overtime must be approved by the client and JPS, Inc.; 2) Completed time sheet must be returned to JPS, Inc. not later than Monday noon to be paid on time; 3) must contact JPS, Inc. within 3 days of completing this assignment otherwise JPS, Inc., may assume I have quit and not available for work. I certify no accident or injury was sustained while working on this assignment unless as noted under my signature.								I agree of terms of Net 7 days upon receipt and to pay interest on unpaid accounts over thirty (30) days at 1.5% per month, together with all collection and litigation costs, plus interest and reasonable attorney's fees. Being duly authorized on behalf of the Client, the undersigned hereby certifies that hours shown on the time card are correct and work was performed satisfactorily.			
EMPLOYEE SIGNATURE: _____								CLIENT SIGNATURE & TITLE: _____			
DATE: _____								OFFICE PHONE NO.: _____			
We appreciate your business. THANK YOU for using Josephine's Professional Staffing, Inc.											

DAY	DATE	TIME	LESS LUNCH	TIME OUT	REGULAR HOURS	OVERTIME		TOTAL HOURS
						TIME & 1/2 HRS	DOUBLE TIME HRS	
MON								
TUE								
WED								
THU								
FRI								
SAT								
SUN								
TOTAL HOURS WORKED THIS WEEK								

TERMS & CONDITIONS

1. JPS agrees to employ employee at-will basis and its sole discretion with respect to all the terms of employment.
2. Client agrees to promptly notify Josephine's Professional Staffing, Inc. when assignment ends. Client agrees that claims for invoice errors not reported within thirty (30) days will lead to the invoice being deemed true and correct.
3. Client acknowledges that the JPS employee is assigned on basis of a particular job classification and is not to change job duties without prior approval from JPS. Client agrees to provide required safety training and to ensure that JPS employee uses any protective equipment necessary to perform the assignments safely unless prior written agreement is in effect.
4. Client will not entrust JPS employees with unattended premises, keys, cash, negotiables, or other valuables or authorized such employees to operate machinery or motor vehicle. Client accepts full responsibility for any loss or liability caused or incurred by a JPS employee. JPS should not be liable for the physical loss or damage of said property caused by JPS agents or employees.
5. Client further agrees to accept total responsibility for the supervision, direction, and control of the work performed by JPS's employees and agrees to review and approve the final work product, in accordance with professionally recognized standards.
6. Client recognizes that an employer-employee relationship exists between JPS and its employees assigned to work on Client's behalf and accepts the obligation to discuss all matters concerning their employment, job assignment, pay procedures, etc. with JPS. Client recognizes that JPS has incurred time and expenses in recruiting, screening, testing, training and retaining its employees. Client, therefore, agrees not to hire JPS' employees, interfere with employment, or cause employees to transfer to another service or business without payment, unless otherwise specified in a written contract between JPS and the Client.
7. Client agrees that any referral of JPS' employee to Client company is considered a JPS employee and applicable fees may apply.
8. Client agrees that if this occurs, it will pay a placement fee equal to 20% of the employee's estimated annual salary.
9. Client agrees to defend, indemnify and hold JPS harmless, including payment of reasonable attorney's fees and court costs if Client fails to abide by Terms and Conditions stated above.
10. Client agrees to pay four (4) hours minimum show up time per employee per assignment. The use of JPS services is considered acceptance of the terms of this agreement.

Notwithstanding any Agreement to the contrary, the terms and conditions set forth in this Agreement shall supersede and take precedence over any contrary Agreement or terms or conditions.