



Silicon Valley Professional Staffing, Inc.

2680 North First Street Suite 201 • San Jose, California 95134-2038 • Tel: (408) 954-1688 • Fax: (408) 943-9786

EMPLOYEE VERIFICATION				CLIENT VERIFICATION	
WEEK ENDING SUNDAY	MO	DAY	YEAR	ASSIGNMENT COMPLETED	Yes <input type="checkbox"/> No <input type="checkbox"/>
				Mail Check	Yes <input type="checkbox"/> No <input type="checkbox"/>
				Pick Up	Yes <input type="checkbox"/> No <input type="checkbox"/>
EMPLOYEE NAME (Print) _____					
SOCIAL SECURITY NO. <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> - <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> - _____					
<small>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 SVPS, Inc. 2) Completed time sheet must be returned to SVPS Inc. no later than Monday noon to be paid on time. 3) I must contact SVPS, Inc. within 3 days of completing this assignment otherwise SVPS, 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.</small>					
EMPLOYEE SIGNATURE _____					
DATE _____ OFFICE PHONE NO. _____					
COMPANY NAME: _____			CONTACT NAME: _____		
DATE: _____			CONTACT NO. _____		
<small>I agree on 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.</small>					
<small>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. The undersigned has read and agrees to the timesheet agreement noted herein.</small>					
CLIENT SIGNATURE & TITLE: _____					
We appreciate your business. THANK YOU for the opportunity to service your staffing needs.					

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

TIMESHEET AGREEMENT

- Silicon Valley Professional Staffing, Inc. (SVPS) agrees to employ employees on at-will basis and its sole discretion with respect to all the terms of employment.
- Client agrees that claims for invoice errors not reported within thirty days (30) days will lead to the invoice being deemed true and correct.
- Client acknowledges that SVPS employee is assigned on basis of a particular job classification and is not to change job duties without prior approval from SVPS. Client agrees to provide a safe work environment for SVPS employees in compliance with all applicable health and safety laws, regulations, and ordinances. This includes client providing appropriate supervision and safety training and ensuring that SVPS employees use protective equipments necessary to perform assignments safely.
- Client will not entrust SVPS employees with unattended premises, keys, cash, negotiables, or other valuables or authorize such employees to operate machinery or motor vehicle. If such occurs, client assumes sole and complete responsibility and hold SVPS harmless, for any losses or claims resulting from this violation.
- Client agrees to accept total responsibility for the supervision, direction, and control of the work performed by SVPS employees and agrees to review and approve the final work product. Client ensures that all SVPS employees are provided breaks and meal periods as required by law.
- Client recognizes that an employer-employee relationship exist between SVPS and its employees assigned to work on client's behalf and accepts the obligation to discuss all matter concerning their employment, job assignment, pay procedures, etc. with SVPS. Client recognizes that SVPS has incurred time and expense in recruiting, screening, testing, training and retaining its employees. Client therefore agrees not to hire SVPS employees until the employee has worked the required number of conversion hours (i.e.720 hours) or for a period of six months after the last day of assignment. Client agrees not to interfere with employment or cause employees to transfer to another staffing service or business without payment of a fee in the amount of 20% of the assigned employee's annual compensation.
- Client agrees that any referral of SVPS employees to your company is considered SVPS employee and applicable fees may apply.
- Client agrees to defend, indemnify and hold SVPS harmless, including payment of reasonable attorney's fees and court costs if client fails to abide by the terms and conditions of this agreement and for any alleged violation by Client of any federal, state, or local laws, including OSHA, at the work site of SVPS employees assigned to Client.
- Client agrees to pay four (4) hours minimum show-up time per employee per assignment.
- The use of SVPS services is considered acceptance of the Terms and Conditions of this Agreement.

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

REMOVE THE CLIENT & EMPLOYEE COPIES BEFORE MAILING
Pink-Client
Yellow-Employee
White-Silicon Valley