

# Fax

[For additional timesheets visit - www.peopleshareworks.com](http://www.peopleshareworks.com)

To: PeopleShare

Fax to: 610-326-9574 (Phone - 610-326-6375)

**PeopleShare must receive this fax on Monday by 5:00pm** to assure that your check is processed and ready on Friday. Please call to confirm that we have received your timesheet.

Company Name		Week Ending Date(Sunday)		<b>PeopleShare, Inc.</b>							
Address		City									
Job Title											
Employee fill in below		Social Security Number (last 4 only)		Day	Date	Hours to the nearest quarter hour					
		X X X - X X - _ _ _ _		Mon		Started	Finished	Lunch	Reg. Hours	Overtime Hrs	
Employee Name		Employee Signature		Tue							
				Wed							
				Thu							
				Fri							
				Sat							
				Sun							
Client Authorized Signature		Title		Client			Regular		Overtime		
				Terms and Conditions listed below							
Client Name (Please print)		Is this employee continuing this assignment? <input type="checkbox"/> Yes <input type="checkbox"/> No		Total hours to the nearest quarter hour. Minimum four (4) hours per employee per day.				Total Hours			

## Service Agreement - Terms and Conditions

It is understood that the undersigned is an authorized representative of the company, and hereby certifies that the hours are correct and that the work was performed satisfactorily. PeopleShare, Inc.'s insurance does not cover loss or damage caused by PeopleShare Inc.'s employees operating customer's owned or leased motor vehicles. Also the customer 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 employee driving such vehicles. Customer shall indemnify and hold PeopleShare, Inc. harmless from claims and demands resulting out of the OSHA as it relates to premises owned or controlled by customer when PeopleShare, Inc.'s employees are assigned.

Customer agrees that utilization of the above named employee on either a temporary or a permanent basis within 6 months from date on timesheet will be through PeopleShare, Inc. If customer desires to hire this person on a permanent basis, it is agreed that notification of this intent will be given to PeopleShare, Inc. and that the person will remain on PeopleShare, Inc.'s payroll for a period of 525 regular hours from date of notification and that upon violation of this restriction customer agrees to pay applicable agency fee of 20% of the employee's annual salary. This PeopleShare, Inc. employee is compensated on a weekly basis. Therefore, this client will be billed weekly. Payment will be due upon receipt of this invoice. Client will be billed for the hours shown on this timesheet. Overtime hours will be billed at one-and-a-half times the straight time billing rate. In the event the client fails to pay the charges of PeopleShare, Inc. (whether for the temporary service or liquidation damages) when due, the client shall pay all collection and, or litigation costs plus reasonable attorney's fees.