

# PRINCE, PERELSON & ASSOCIATES LLC

**ALWAYS CALL TO CONFIRM** 801-532-1000 that we have received your timecard! Please fax Time Cards to **801-365-0404** or email to **Lexi@Perelson.com** no later than Monday at 12:00 noon.  
The week ends on Sunday: DO NOT combine two weeks on a card.

Employee	Last Name	First	Middle	Name of Client Company	
Employee Address (Please call PPA if address needs to be changed in our system)					
City		State		Zip Code	
	Date	Time Started	Time Finished	Less Lunch	Hours Worked
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Total hours for the week to the <b>nearest quarter hour</b>					
<b>To set up or cancel direct deposit please call Lexi Gallegos 801-532-1000.</b>					
Unless otherwise approved by Prince, Perelson and Associates (PPA) representative, Client Company agrees to the following:					
<ul style="list-style-type: none"> <li>• All hours worked over 40/week will be deemed overtime and billed at time and one-half.</li> <li>• Minimum assignment length is 4 hours.</li> <li>• Client Company will be billed for the hours listed on the time sheet. Make no payment directly to employee.</li> <li>• Employee cannot be recalled for contract and/or permanent employment without prior approval from PPA representative (see Terms and Conditions below for further explanation).</li> <li>• I certify that the PPA employee named above has worked the hours listed on this time sheet and authorize PPA to invoice my firm at the billed hourly rate agreed upon. I have read and agree to the terms above and below.</li> </ul>					
Authorized Signature					
Title					
Telephone Number					

## TERMS AND CONDITIONS

PPA makes a considerable investment in the selection of each one of our temporary employees in the areas of advertising, screening, testing, permanent staff and general administrative expenses. As a result, our temporary employees are responsible, topnotch people with exceptional skills. Because of the quality of our employees, situations arise from time to time when one of our employees is considered for employment by one of our Client Companies. Client Company agrees not to hire the PPA employee named on this document on a permanent, part-time or otherwise basis until the named employee has completed 480 working hours, within a six-month period of time on PPA's payroll. If the Client Company desires to hire the PPA employee prior to 480 working hours, the Client Company agrees to pay a fee according to the terms set forth in PPA's "Temp-to-Hire" agreement.

Unless assigned specifically for the purpose, the Client Company shall not authorize or cause PPA employees to operate heavy machinery, automobiles, trucks or other automotive equipment without first obtaining written consent from PPA. It is acknowledged, understood and agreed that insurance furnished by PPA does not cover physical loss or damage caused by the operation of Client Company's equipment, vehicles, automobiles or trucks by PPA employees.

The Client Company shall not entrust PPA employees with unattended premises or any part thereof, handling cash, negotiable, jewelry or any other valuables of any kind, without first obtaining written permission from PPA and then only when PPA employee's specific duties necessitate such activity, unless assigned specially to the aforementioned purpose by PPA.

Client Company shall not advance cash or other valuables to PPA employees for any reason, and the Client Company specifically waives any and all rights to offset the amount or value of such cash or valuables advanced against money owed to PPA.

The Client Company acknowledges his/her understanding that PPA invoices are for labor and, therefore, agrees to pay such invoices upon receipt. The Client Company agrees to pay collection costs and attorneys' fees and costs in the event of collection/legal action. Interest calculated at a rate of 1.5% per month will be added to any past due invoice starting at 30 days.