



Date: _____

Associate Name: _____

Fax to: **877.641.6243**

Associate Phone: _____

Phone: **972.387.7432 or 800.82.HORGEN**

DATE	DAY	TIME STARTED	TIME FINISHED	LESS LUNCH	HOURS WORKED	CLIENT NAME
	MON.					STREET ADDRESS
	TUES.					CITY STATE ZIP CODE
	WED.					EMPLOYEE NAME (PRINT)
	THUR.					SOCIAL SECURITY NUMBER
	FRI.					EMPLOYEE SIGNATURE X <i>My signature certifies that the total hours shown here were the hours I worked during the week indicated.</i>
	SAT.					
	SUN.					Your next career is @ HorgenSolutions.com
CLIENT APPROVAL INDICATES ACCEPTANCE OF THE TERMS & CONDITIONS ON THE REVERSE SIDE. DO NOT SIGN IF HOURS WORKED ARE NOT TOTALED. CLIENT'S SIGNATURE X				TOTAL HOURS FOR THE WEEK		Please submit timesheet NO LATER THAN Monday at 2pm. 15305 N. Dallas Parkway, Suite 300 Addison, TX 75001



FORM 200 8/05

Client Agrees to the following conditions, and consents to be bound by the following:

- Horgen Personnel Consultants, LLC obligation to the client is limited to assigning employees with certain skills and abilities, and, with regard to such employees, to maintain personnel and payroll records; calculate pay and wages; withhold and remit payroll taxes and other government mandated charges including workers' compensation; hire; assign; reassign; counsel, discipline and discharge; & handle work related claims & complaints.
- CLIENT acknowledges that Horgen Personnel Consultants, LLC has incurred substantial recruitment, screening, training, administrative and marketing expenses with respect to Temporary Employees. Accordingly CLIENT agrees not to directly or indirectly offer to hire, or engage as an independent contractor any Temporary Employee assigned to CLIENT by Horgen Personnel Consultants, permit or cause any such Temporary Employee to be placed on the payroll of any other firm for a like period, without the express written consent of Horgen. In the event CLIENT violates this paragraph, CLIENT promises to promptly pay Horgen, as liquidated damages and not as penalty, the sum of (\$5,000.00) and to reimburse Horgen for its reasonable attorney's fees incurred to enforce its rights hereunder.
- CLIENT agrees to indemnify and hold harmless Horgen Personnel Consultants, LLC, its officers and employees, from and against any and all claims, losses, actions, damages, expenses, liabilities or claims for attorney's fees arising out of, or resulting from: (a) the Temporary Employee's use or operation of CLIENT's owned, non-owned or leased vehicles, machinery or equipment by Horgen's employees; and (b) any negligence, wrongful acts, decisions, statements, acts or omissions by CLIENT, its agents or employees or by any other person.
- CLIENT agrees that it will not entrust Horgen's Temporary Employees with unattended premises, cash, checks, keys, credit cards, merchandise, confidential or trade secret information, negotiable instruments or other valuables without the prior written agreement of Horgen Personnel Consultants, LLC. Horgen will not be responsible for claims made under its Fidelity Bond unless such claims are reported in writing to Horgen and the local police by the CLIENT within (7) days after notice of loss.
- CLIENT agrees to payment of NET DUE UPON RECEIPT of invoice, and agrees to pay late charges on any unpaid balances after 30 days from the date of the invoice at the rate of 1.5% per month (Annual Percentage Rate of 18%) or the maximum legal rate, whichever is higher. CLIENT agrees to pay any reasonable fees Horgen may incur to effect collection.
- CLIENT acknowledges and agrees that in the event a Temporary Employee works more than forty (40) hours in any work week for CLIENT, that Temporary Employee is thereby entitled to compensation at the hourly rate of time and one -half for such overtime hours. CLIENT will pay an increase in the bill rate to reflect such additional compensation plus applicable markup.
- CLIENT's signature certifies that the hours shown are correct, that the work was performed to the CLIENT's satisfaction and authorizes Horgen to bill CLIENT for the hours worked by the Temporary Employee. CLIENT agrees that the representative who signs the agreement is authorized to do so and that Horgen Personnel Consultants, LLC may rely upon that signature as binding upon the CLIENT.

Please call Horgen Personnel to confirm receipt of time card.