Suffolk Temporaries
230 N. Main Street
Suffolk, VA 23434

Phone: (757) 925-0205
FAX: (757) 925-4861

Suffolk Temporaries, Inc. (STI) is not an employment agency but is a supplier of temporary help. We have a 4-hour daily minimum payroll requirement for each assignment. As the employer, we are responsible for all payroll and worker's compensation insurance costs. The undersigned client is responsible for supervision and accuracy of STI's employees while under that client's direction. STI accepts no liability for performance of its employees while under the direction of the undersigned client. The undersigned client agrees not to hire or place on its payroll, in any form, a STI employee until he/she has completed 90 calendar days of full-time employment, or 480 hours of employment with the client, through our service. Doing so will result in the undersigned being responsible for paying an amount, when added to the total time the employee has spent on an assignment, equal to 480 hours. Interest of 1.75% per month will be charged on all account balances over 30-days old. In the event of a breach of this contract, the laws of the Commonwealth of Virginia shall apply and the venue shall be in the City of Suffolk, Virginia. Should the undersigned client fail to pay any outstanding amount balances upon demand, or breach the terms set forth in this contract, said undersigned client shall be responsible for any legal and collection costs, as well as attorney's fees in the amount of 33 1/3% of the principal and interest of the awarded judgement. I certify that the hours shown below are correct.

COMPANY NAME	**AUTHORIZED SIGNATURE**	**TODAY'S DATE**	**WEEK ENDING**

											←DATE	*Office use only*	
Last Name, First Name, MI	**P.O. No.**	**Social Security Number**	**Pay Rate**	**MON**	**TUE**	**WED**	**THU**	**FRI**	**SAT**	**SUN**	**TOTAL**	**Employee Code**	**B/R**

Completed timesheet should be faxed to Suffolk Temporaries on the Monday following the work week.

STI-0013