


<b><u>NAME</u></b>		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.									
<b><u>ADDRESS</u></b>											
<b><u>CITY, STATE, ZIP</u></b>											
<b><u>SOC. SECURITY NO.</u></b>											
If I fail to call Suffolk Temporaries upon completing this assignment they may assume that I am unavailable to work further assignments. This timesheet will not be honored if turned in after 30 calendar days after assignment ends. I certify that hours listed on this timesheet are correct.											
<b><u>EMPLOYEE SIGNATURE</u></b>		<b><u>TODAY'S DATE</u></b>		<b><u>COMPANY NAME</u></b>				<b><u>P.O. NUMBER</u></b>			
 <p>230 N. Main Street Suffolk, VA 23434</p> <p>Phone: (757) 925-0205 FAX: (757) 925-4861</p>		<b><u>AUTHORIZING COMPANY SIGNATURE</u></b>				<b><u>TODAY'S DATE</u></b>					
		<b>DATE → WORKED</b>								<b>←DATE WORKED</b>	
		<b>DAY</b>	<b>MON</b>	<b>TUE</b>	<b>WED</b>	<b>THU</b>	<b>FRI</b>	<b>SAT</b>	<b>SUN</b>	<b>TOTAL</b>	
		<b>HOURS WORKED</b>									
		<b><i>OFFICE USE</i></b>									
		<b>PR</b>	<b>BR</b>							<b>EMPL. CODE</b>	
Employee Evaluation: _____											
STI-0012		<b><u>NOTE: TIMESHEETS ARE DUE IN OUR OFFICE NO LATER THAN 5:30 PM MONDAY</u></b>						REV. 5/7/00			
<b><u>WHITE COPIES (2) – take to Suffolk Temps YELLOW – Supervisor's copy PINK – Employee's copy</u></b>											