Alpha Ωmega
professionals — beginning to end staffing solutions

14044 Ventura Blvd., Ste. 100
Sherman Oaks, CA 91423
O: (818) 789-2062
F: (818) 789-2067

COMPANY ASSIGNED

WEEK ENDING SUNDAY

ADDRESS

CITY/ZIP

JOB TITLE

SOCIAL SECURITY

My signature certifies that: These hours were Employee My signature certifies that: These hours were Employee worked by me during the week ending shown; I received all my meal/rest periods and there are no other overtime or other hours not reported; I agree to treat a photocopy, fax, or email of Alpha's time card/sheet as an original and adhere to Terms and Conditions stated on the front and back of the original time card/sheet.

PRINT EMPLOYEE NAME

EMPLOYEE SIGNATURE

HOURS TO NEARSET 1/4 HOUR

DAY	DATE	START	LUNCH OUT	LUNCH IN	FINISH	REG HOURS	O.T HOURS
MON							
TUES							
WED							
THUR							
FRI							
SAT							
SUN							

FOUR (4) HOUR MINIMUM PER EMPLOYEE PER DAY

TOTAL HRS. TO NEAREST QUARTER (1/4)

	REG. HOURS		OVERTIME	
	HRS	MIN	HRS	MIN

Client certifies, as evidenced by the authorized representative's signature below, that the Employee(s) hours are reported fully, accurately and indicate all hours worked (including meal/rest periods and overtime). Client also agrees to treat a photocopy, fax, or email time card/sheet as an original and adhere all to stated on the front and back of Alpha's original time card/sheet.

AUTHORIZED SIGNATURE

X

TITLE

IS THE EMPLOYEE CONTINUING THIS ASSIGNMENT?   Yes ☐   No ☐

Equal Employment Opportunity Employer

TERMS AND CONDITIONS

As evidenced by the signature of its authorized representative on the reverse side, in consideration for the furnishing of services by Alpha Omega Professionals, Inc. named on the reverse side (hereinafter "Contractor", which references shall include subsidiaries, affiliates, agents, assignees, and employer of record) agrees to adhere to and be legally bound by these Terms and Conditions. Contractor, or its designated agent, is the employer of all supplemental staff assigned to Client (hereinafter "Employee(s)") by Contractor.

Client certifies that the Employee(s) hours reported on the reverse side fully and accurately indicates all hours worked, including all meal/rest periods and overtime hours. Client is responsible for the accuracy of Employee(s) hours and will hold Contractor harmless for any legal action/claims brought by the Employee(s).

Contractor does not warrant or guarantee Employee(s) technical expertise or ability to obtain any specific results.

Client agrees to adhere to all Terms and Conditions set forth herein treating a photocopy, fax or an email of Contractor's timecard as an original.

The Client recognizes that Contractor has an Employer/Employee relationship with temporary personnel assigned to the Client and agrees to discuss all matters concerning employment and job assignments with Contractor directly. Client shall immediately notify Contractor of any and all changes in an Employee's job assignment.

Client acknowledges and agrees that Contractor incurs substantial recruiting, screening, testing, advertising and training expenses in connection with the Employee. In consideration for the services performed by Contractor, Client agrees to pay Contractor a conversion fee of 1% per 1,000.00 (not to exceed 30%) of the annual compensation unless otherwise agreed to by Contractor, if Client hires Employee, either directly or indirectly, within one year after Employee's last day of service to Client.

Client shall not allow Employee'(s) to handle cash or other valuables or to be entrusted with otherwise unattended premises or authorize such Employees to operate machinery or motor vehicles without prior written permission from Client and Contractor. Employee's work is performed solely under Clients' direction, supervision and control. Client agrees to indemnify, hold harmless and defend Contractor against any and all claims, damages, lawsuits, expenses and other liabilities, which result from services provided by Contractor. Client further agrees that Contractor will have no responsibility or liability for physical loss or damage to Client's machinery, equipment or material in the care, custody, or control of Employee(s). The Client agrees that the Client is fully and solely responsible for bodily injury, property damage, fire, theft, collision or liability for damage or claims arising out of the operation by Employee. And, the Contractor is not responsible for liability or bond insurance claims unless Client reports claims to Contractor in writing within ten (10) days after occurrence

Client warrants that it complies with all OSHA and other applicable rules and regulations and agrees to provide to Employee(s) all worksite notifications, orientation and training required by law. Client will hold Contractor harmless for any claims resulting from OSHA as it relates to premises owned or controlled by Client.

Client shall pay invoices and conversion fees upon receipt and shall pay all reasonable attorney's fees and other costs and expenses of collection incurred by Contractor in enforcing these Terms and Conditions. Contractor reserves the right to access service charges per month (18% per annum) on any balance unpaid 30 days after the invoice date.

EMPLOYEE
As evidence by my signature on the reverse side of this timesheet, I certify, under penalty of perjury, that the hours reported fully and accurately report all hours that I worked during the covered pay period and that I received all my meal and rest periods. I also certify that this timesheet reports all overtime I have worked, if any, during the pay period and that there are no other overtime or other hours that I have not reported.

I certify that I was given an original timecard/timesheet on my date of hire and agree that a photocopy, fax or an email of Alpha's timecard/timesheet will be treated as an original and that I am bound by these Terms and Conditions.

Employee(s) named on the reverse side of this timesheet agrees to obtain written consent from Alpha Omega Professionals, Inc. prior to accepting employment directly or indirectly with Client.

TCI 7/14