



COMPANY NAME \_\_\_\_\_  
 EMAIL: [swison@dynamicrecruitingspecialist.com](mailto:swison@dynamicrecruitingspecialist.com)

PHONE: 918-224-2200

PLEASE REMIT TIMESHEETS ON MONDAYS BY 5:00 PM

WEEK ENDING: \_\_\_\_\_ (On Sunday)

FAX: 918-224-2299

EMPLOYEE NAME	MON		TUES		WED		THUR		FRI		SAT		SUN		HRS	OT HRS
	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT		
1																
2																
3																
4																
5																
6																
7																
8																
9																
10																

**CLIENT NOTIFICATION AND VERIFICATION:**

- The undersigned, as agent for the client company, certifies that the DRS associate named herein worked acceptably without any injuries, unless DRS was notified during the period noted on this timesheet. The undersigned also acknowledges and accepts the terms and conditions for the hours listed in the contract between the client company and DRS, whereby the associates named herein have been supplied by DRS. Please retain a client copy.
- STAFFING FIRM's responsibilities are to assign its qualified employees (Assigned Employees) to work under CLIENT's supervision; to pay their wages and provide the benefits that STAFFING FIRM offers to them (including unemployment insurance and workers' compensation); to maintain their personnel and payroll records; and to pay, withhold, and remit payroll taxes and other legislatively mandated charges related to them. CLIENT's responsibilities are to properly supervise Assigned Employees; to be responsible for and to safeguard all aspects of its business; to provide safe working conditions; and to exclude Assigned Employees from its benefit plans, policies, and practices.
- CLIENT's signature on this time sheet certifies that the reported hours are correct. CLIENT will pay STAFFING FIRM for the hours at the documented rates upon receipt of STAFFING FIRM's invoices. If an Assigned Employee works time defined by law as overtime or premium time, CLIENT will pay the same multiple of the regular bill rate as STAFFING FIRM is required to apply to the pay rate for such time.
- CLIENT will not ask or permit Assigned Employees to use any vehicle or entrust them with unattended premises, cash, checks, keys, credit cards, merchandise, confidential or trade secret information, negotiable instruments, or other valuables without the prior written permission of STAFFING FIRM.
- If CLIENT uses the services of any Assigned Employee as its direct employee, as an independent contractor, or through any person or firm other than STAFFING FIRM within \_\_\_ days after the commencement of any assignment of the Assigned Employee to CLIENT from STAFFING FIRM, CLIENT must notify STAFFING FIRM and (a) continue the Assigned Employee's assignment from STAFFING FIRM for his or her next \_\_\_ consecutive work hours for CLIENT, or (b) pay STAFFING FIRM a fee in the amount of \_\_\_ times the final billing rate for that Assigned Employee, or \$\_\_\_, whichever is higher.
- Neither CLIENT nor STAFFING FIRM will be liable to pay or indemnify the other for any incidental, consequential, exemplary, special, punitive, or lost profit damages or expenses arising from their staffing relationship.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_