

Contract - Terms and Conditions

- Except as modified by written agreement signed by both parties, these terms and conditions shall govern all of Customer's staffing assignments. "Customer" shall include all subsidiaries, affiliates, partners, co-ventures, and subcontractors of Customer.
- Gill Staffing will bill Customer weekly at agreed rates documented in Gill Staffing's records and applied to the hours recorded by our employee on this form. All employees assigned to Customer are eligible for overtime pay and Gill Staffing will bill Customer accordingly. Payment of invoice is due "Upon Receipt" and should be mailed to the address specified on said invoice.
- Gill Staffing employees will be supervised by Customer. Customer will permit Gill Staffing employees to perform only the job duties listed on a written job order covering those employees. Further, Customer will not entrust Gill Staffing employees with unattended premises, cash, negotiable instruments, charge numbers, access codes, credit cards, check-writing materials, confidential information or trade secrets, keys, or other valuables, or permit them to operate motor vehicles or fork lifts without signing a separate agreement covering these activities.
- Gill Staffing is not responsible for fidelity bond claims not reported to us by Customer within 24 hours of discovery of the loss.
- Customer shall pay Gill Staffing a Liquidation Fee for using any Gill Staffing employee during the 180 day period immediately following that person's last assigned work day for Customer. "Using" and "Use" include:
 - Employing the person directly;
 - Purchasing the person's services as a temporary, payrollled, contracted, or leased employee of an organization other than Gill Staffing for substantially the same work as the person's Gill Staffing assignment;
 - Obtaining the person's services through any independent contractor, agency, or staffing company, or entering into a consulting relationship with the person; or
 - Arranging, suggesting, facilitating, or allowing the person's employment or recruitment by another individual or organization, whether or not the person is later assigned to Customer.

The Liquidation Fee will be equal to One Percent (1%) per thousand dollars of the Employee's estimated "Annualized Pay" up to a maximum of 30% of the Annualized Pay. (Annualized Pay" means 2080 times the person's last hourly pay rate on assignment for Customer.)

6. This agreement shall be governed by and interpreted in accordance with laws of the State of Michigan and any disputes or questions arising directly hereunder shall be resolved in accordance with such laws without regard to principles of conflict of law.

7. This agreement shall become effective upon signature by customer.



4328 Kalamazoo Ave. SE
Grand Rapids, MI 49508
(616) 455-8600 • Fax (616) 455-8966

Company Name

Employee Name _____ Week Ending Date _____

Social Security # _____

Employee Address _____ City _____ State _____ Zip _____

PLEASE MAIL MY CHECK

I certify that I worked the hours shown on this card on the days indicated and that this card has been certified by an authorized representative of the Customer. I will contact Gill Staffing after completing this assignment and I understand that if I do not do so, Gill Staffing will consider me unavailable for work. I acknowledge that notices pertaining to my employment are posted at Gill Staffing's office. I certify that on the days indicated on this card and all days prior I was not injured. If I did sustain a work related injury I certify that I filled out the proper accident report with Gill Staffing and they have record of the accident.

Employee Signature _____

To receive your paycheck on time, this time sheet must be received no later than Monday at 5:00pm

Date	Day	Start	Finish	Less Lunch	Regular Hours	Overtime Hours
	Mon					
	Tues					
	Wed					
	Thur					
	Fri					
	Sat					
	Sun					

Total Hours - Printed in words _____ Total Hours _____

As the Customer's authorized representative, I certify that the temporary employee's hours shown on this time sheet are correct and that the work was performed satisfactorily. I also agree with the terms and conditions on the reverse side hereof.

Authorized Customer Signature _____

Printed Name of Person Signing _____

White - Gill Staffing • Canary - Employee • Pink - Client