

CLIENT TERMS AND CONDITIONS

By my signature below I certify that the hours recorded by your GLORIA K employee on this sheet are correct. The work was performed in a satisfactory manner.

In consideration of your having furnished the satisfactory services of the temporary employee (temp) named below, we agree that if within the next 365 days we, or any affiliate of ours, or any party with which we share office spaces, employ or contract this or any future temps assigned to us by you, directly or indirectly or through another temporary service, a contractual placement fee shall immediately become due to you computed by the standard rate of 1% per each \$1,000, to a maximum of 30% of the starting annualized wage (the regular starting weekly wage x 52 weeks) paid to or for such person. Such fee payable to you shall not be less than \$2,500. We may not avoid payment of any temporary labor bill because of any premature termination by the temp billed.

If we fail to pay the sums due to GLORIA K and our delinquent account is given to an attorney for litigation or collection, we shall also pay GLORIA K's attorney his fees at the attorney's regular billing rate up to the principal amount due to GLORIA K.


Unless assigned specifically for the purposes, the Client shall not authorize or cause our employees to operate machinery, automobiles, trucks or other automotive equipment without first obtaining written consent from GLORIA K.

It is understood that GLORIA K will not be liable for physical loss or damages caused by any GLORIA K employee in the course of his/her work, including the operation of any motor vehicle whether owned or rented. It is understood that GLORIA K will not be liable for the criminal abstraction and/or conversion of assets, negotiables and/or securities of client's organization.

The client shall not advance cash or other valuables to our Employees for any reason and the client specially waives any and all rights to offset the amount of value of such cash or valuable advanced against any money owed to GLORIA K.

The client acknowledges and understands that GLORIA K invoices are for labor and therefore agrees to pay such invoices upon receipt. If any delinquent amount is placed in the hands of an attorney for collection, the client shall pay GLORIA K's attorney his fees at the attorney's regular billing rate up to the principal amount due to GLORIA K.

All authorized work performed in excess of 40 hours per week (Mon.-Sun) will be billed at time and one half the regular rate. Approval MUST be obtained from GLORIA K by the Client before overtime can be authorized.



516 487-7200
Fax 516 487-4891

PLEASE PRINT

CLIENT(COMPANY)NAME		JOB CATEGORY	
CLIENT NAME		JOB CATEGORY	
CLIENT ADDRESS		TOWN	ZIP
EMPLOYEE NAME		SOC.SEC.# LAST FOUR DIGITS ONLY	

EMPLOYEE INSTRUCTIONS:

- Fill out time sheet completely or paycheck will be delayed.
- Be sure hours shown are correct.
- You must call GLORIA K when you complete an assignment or we will assume you are not available to work.

I have read and understand these and the instructions below. I certify that the hours shown were worked during the week shown and were properly signed by an authorized representative of the company for which I worked.

EMPLOYEE SIGNATURE _____

CLIENT USE ONLY

- This is your record. Keep a copy and check it against our invoice. Before signing, please check the hours and write in the total in the space below your signature.
- Client agrees to the Terms and Conditions above.
- Mail original to Gloria K

AUTHORIZED OFFICER (PRINT) _____

AUTHORIZED OFFICER (SIGNATURE) _____

HAS THIS EMPLOYEE COMPLETED THIS ASSIGNMENT? YES NO

TOTAL APPROVED HOURS _____

HOURS MIN

SPELL OUT HOURS AND MINUTES

DAY	DATE	TIME IN	TIME OUT	LESS LUNCH	HOURS WORKED
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
SUNDAY					
REG. HOURS	PR/OT HRS				

REPORT HOURS TO NEAREST 1/4 HOURS

- MAIL ORIGINAL TO GLORIA K.
- GIVE PHOTOCOPY TO CLIENT.
- KEEP A COPY FOR YOUR RECORDS.

MAIL MY CHECK

HOLD MY CHECK

I AM RETURNING TO THIS ASSIGNMENT

I AM NOT RETURNING TO THIS ASSIGNMENT

I AM AVAILABLE FOR A NEW ASSIGNMENT

Employee Information

GKTS012716

Recording Time: Report all time to the nearest 1/4 hour. Do not show minutes. Be sure hours shown are correct.

Fill out timesheet completely or your paycheck will be delayed. Any alterations will void this time sheet. In case of error, make out a new time sheet.

Signatures: You must sign as employee. Authorized officer for client to whom you report must sign. You should then print their name above signature. Unsigned time sheet will be returned without a paycheck. Make two copies. **Mail original to GLORIA K.** Give one photocopy to client. Keep one photocopy for your records.

Lunch Period Will be determined by the supervisor to whom you are assigned. If you work a full day, the law requires you take one half (1/2) hour for lunch.

Never call our client. You must call GLORIA K at once if you will be late, cannot report to work, cannot continue this assignment, or if client asks you to work permanently

Absence: Call us at once, we will contact the client. If you will be out for a number of days it will be up to the client to decide on replacing you or awaiting your return.

Overtime: All authorized work you perform in excess of forty hours per week(Mon.-Sun.) will be at time and one-half the regular rate. You are permitted to work overtime **Only** if the client requests and approves such work. Approval **Must** be obtained from Gloria K by the client before overtime can be authorized. You must confirm with Gloria K that overtime is authorized before working more than forty hours. In the event you do not obtain GLORIA K's approval, you will not be paid.

Incomplete Day: If you work less than the number of hours requested by our client, you should indicate on the time sheet - "left ill", "left Personal" or "left work completed." If without previous notice your work day is seriously shortened by the client, telephone GLORIA K while still on the job.

Holidays: No payment is made for any holiday unless your time sheet is approved, in writing, by the client. Have the client contact the GLORIA K office at once, if you are requested to work on a holiday.

Future Assignments: You must call GLORIA K when you complete an assignment or we will assume that you are not available for work.

Contacting the GLORIA K office Monday through Thursday 8:45AM till 5:00PM Friday 8:45AM till 5:00PM

Before and After Office hours: Leave a message stating your name, phone number, where you are assigned, and why you are calling. Then call as soon as the office opens to confirm that we received your message and understand what needs to be done.



Temporary Division
1979 Marcus Ave. Ste. C100
Lake Success, N.Y. 11042

**Many of our Temps are available
for Permanent Employment.
Call us for a Fee Schedule.**