



292 N. MAIN STREET, 2ND FLOOR  
 FALL RIVER, MA 02720  
**PHONE:** (508) 676-6300  
**FAX:** (508) 676-6304  
**EMAIL:** TIMECARDS@ACSSTAFFING.COM  
 WWW.ACSSTAFFING.COM

WEEK ENDING DATE:	EMPLOYEE NAME (PRINT)
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CLIENT
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REPORT TO
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	DATE	TIME IN	TIME OUT	LESS LUNCH	TOTAL HOURS
MON.					
TUE.					
WED.					
THU.					
FRI.					
SAT.					
SUN.					

The client Representative signature below certifies that the hours shown are correct and that the work was performed to the Client's satisfaction. It is agreed that timesheets submitted by email or facsimile transmission are valid for billing purposes. By signing below, the client Representative indicates that he/she is authorized to approve time and that Advance Career Services may rely upon his/her signature OR email as binding upon the client.

NOTE: 4 HOUR DAILY MINIMUM ON ALL ASSIGNMENTS.  
 Signature below constitutes full acceptance of all information on form.

**CLIENT - Authorized Signature of Company Representative:**

Sign here: \_\_\_\_\_

Firm: \_\_\_\_\_

Is this employee returning to this assignment?     Yes     No

**EMPLOYEE MUST SIGN THIS FORM**

I certify that these hours were worked by me during the week ending shown above, and were properly certified by an authorized representative of the company named above, I understand I am to contact the office after completing the Assignment to determine if there is other work available for me. I agree that if I do not contact the office upon completion of an assignment they can assume I am not available

Employee Signature: \_\_\_\_\_

Show hours to the nearest 1/4 hour.	TOTAL HOURS FOR WEEK:
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**TO RECEIVE YOUR PAYCHECK, THIS CARD MUST BE RECEIVED BY ADVANCE CAREER SERVICES NO LATER THAN MONDAY AT 2:00 PM.**

**EMPLOYEE INFORMATION**

**ABSENCE:** IF FOR ANY REASON EMPLOYEE CANNOT REPORT TO WORK YOU MUST CONTACT CLIENT COMPANY BEFORE YOUR REPORTING TIME AND ALSO OUR OFFICE BEFORE 8:00 A.M. IF EMPLOYEE WILL BE OUT FOR ANY NUMBER OF DAYS IT WILL BE UP TO THE CLIENT TO DECIDE ON REPLACING YOU OR AWAITING YOUR RETURN.

**LUNCH:** YOUR LUNCH PERIOD WILL BE DETERMINED BY THE SUPERVISOR TO WHOM YOU ARE ASSIGNED.

**FUTURE ASSIGNMENTS:** IF YOU DO NOT CONTACT US AFTER EACH ASSIGNMENT WE WILL ASSUME YOU ARE NOT AVAILABLE FOR WORK.

**CLIENT INFORMATION - TERMS AND CONDITIONS**

If employee is referred to client for employment, client shall pay Advance Career Services for every hour employee works for client at the hourly rate agreed upon prior to sending employees at the client's request. There is a 4-hour minimum per employee per day. If Employee is put on a 12 Week Program, Client has the option to release or employ said Employee at the end of the 12th week without fee at that time. Should Client wish to employ the potential candidate before the 12th week, a buyout fee will be prorated. The Client company may have the option to lengthen the 12 weeks with our approval.

If for any reason Client is not satisfied with Employee's job performance, Client has the option to terminate said Employee at anytime. Client shall not employ our Employee without completion of a 12-week contract (equivalent of 480 work hours), contract buyout or our written approval. If Client employs such person within six (6) months of temporary hire date, Client shall pay us the greater of \$200 or 1% per \$1,000 or part thereof of such person's projected annual wages.

Our insurance does not cover loss or damage caused by the operation of Client's equipment, vehicles, automobiles or trucks by our Employees. Client shall accept full responsibility for damage to property resulting from our Employee's operation of the Client's owned or rented equipment or vehicles. ACS is not responsible for damages caused by either the intentional actions or the negligence of said Employee.

It is understood that the client will not advance cash or other valuables to our employees or entrust Advance Career Services employees with unattended premises or any part thereof, handling of cash, or other valuables without written permission from ACS, Inc. and then only when an employee's specific duties necessitate such activity. Client specifically waives any right to offset value of such cash or valuables advanced or any other claim for loss or damage against any money owed to ACS.

Client acknowledges that our invoices are for labor and therefore agrees to pay such invoices within fifteen (15) days of receipt. Invoices paid after such date shall bear interest at 1½% per month until paid. If client's account is placed in the hands of a collection agency, the Client shall be responsible for payment of unpaid invoices along with any additional costs incurred for collection.