



EMPLOYEE INFORMATION	Name: _____
	Job Title: _____
	Home/cell Phone # _____
	Home e-mail: _____
	Work Phone #: _____
	Work e-mail: _____

CLIENT INFORMATION	Company: _____
	Address/Bldg # _____
	Department: _____
	1 <sup>st</sup> Contact: _____
	1 <sup>st</sup> Phone #: _____
	1 <sup>st</sup> E-mail: _____
2 <sup>nd</sup> Contact: _____	

Week ending:                     Sunday                    

PO or Ref#: \_\_\_\_\_

Day of Week	Date (mm/dd/yy)	Clock-In Time (hh:mm)	Lunch Start Time (hh:mm)	Lunch End Time (hh:mm)	Clock-Out Time (hh:mm)	Total Hrs Worked**	Supv Approval
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
** Four hour per day minimum unless employee leaves early of own accord TOTAL HOURS TO BE PAID →							

**EMPLOYEE CERTIFICATION OF TIME WORKED**

I hereby confirm the hours above to be true and accurate, and I understand that I could be criminally charged for falsifying or altering this timesheet. My signature attests that I have completed my assignment for the above period and that no accident or injury was sustained while working on this assignment. I understand I must contact an AllTex/Abba representative upon completion of each and every temporary assignment for a new assignment, and that failure to do so may disqualify me for any unemployment benefits for which I may have otherwise been eligible. I agree not to solicit work—either directly or through another staffing or personnel service—from any AllTex/Abba customer for whom I have worked through AllTex/Abba for a period of one year. I agree that, in the event I am offered direct employment by a client or any subsidiary or an affiliated company—for either a permanent or temporary position—within a one-year period after the last day of an assignment with that client, I will notify AllTex/Abba immediately.

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

\_\_\_\_\_  
Date

**CLIENT EVALUATION OF EMPLOYEE AND ACCEPTANCE OF TERMS**

EVALUATION GUIDE

1) Excellent      2) Good      3) Average      4) Fair      5) Poor

Quality of Work: \_\_\_\_\_ Attitude: \_\_\_\_\_ Initiative: \_\_\_\_\_ Punctuality/Attendance: \_\_\_\_\_ OVERALL: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

**Terms and Conditions**

The person assigned is an employee of AllTex Staffing & Consulting LLC d/b/a Abba Staffing & Consulting ("AllTex/Abba") and shall not be deemed to be Client's employee. Client understands that each assignment carries a four (4) hour per day minimum. Client agrees not to directly or indirectly hire any employee or transfer employee's payroll to another service for 12 months following the last day employee worked at client through "AllTex/Abba. Client assumes complete liability for said employee's actions, and releases Abba Staffing & Consulting from any liability or loss suffered which may arise out of client using AllTex/Abba, and client agrees to indemnify and hold harmless AllTex/Abba. Client further understands and agrees that if client chooses to hire a temp, it will require a conversion period of 720 hours unless otherwise specified in a signed "Service Agreement". Client also agrees to pay 1.5% service charge per month or 18% annual on any unpaid invoices 31 days or older, and client will be liable for any legal fees that may occur for outstanding past due invoices. If client, or any of its subsidiaries, affiliates or successors employ this person on its payroll, or in consulting capacity, within the one year period described earlier, the client company or the hiring division, subsidiary affiliate or successor agrees to immediately pay AllTex/Abba a conversion fee equal to the greater of \$1,000 or 1% per thousand dollars of the annualized compensation of the employee(s) up to a maximum of 30% of annual compensation.

Client Company shall not entrust AllTex/Abba employees with care, custody or control of unattended premises, cash, negotiables, valuables, securities, credit cards, check-writing materials, confidential or trade secret information, or other valuables, nor authorize any AllTex/Abba employee to travel off-site or operate machinery or motor vehicles for business purposes, without prior written permission from AllTex/Abba. Under no circumstance will Client Company allow any AllTex/Abba employee to conduct client's business in employee's personal vehicle, nor to allow employee to utilize any other employee owned or controlled asset (other than employee's personal clothing and work-related personal articles such as gloves, glasses, etc. that are customarily provided by an employee).

Client Company agrees to provide AllTex/Abba employees with a safe workplace, and represents that Client is familiar with and in compliance with all applicable OSHA requirements and regulations as well as right-to-know laws. Customer will indemnify and hold AllTex/Abba harmless in the event that any OSHA citations are issued and/or any claims are brought based on OSHA violations.

Client Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_