

Please fill out this **entire** timesheet, and obtain a signature from your supervisor at the end of the work week. Please leave a copy with the client, e-mail your copy to Staffworks at [info@staffworkscanada.com](mailto:info@staffworkscanada.com). Keep all timesheets for your records. **Call to verify receipt.**

FOR WEEK ENDING: Sunday,        
DAY MONTH YEAR

**Please Note:** Staffworks is unable to process timesheets received after 5:00 p.m. on Friday.

**CLIENT COMPANY NAME:** \_\_\_\_\_

**EMPLOYEE**

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Daytime Contact #: \_\_\_\_\_

I hereby certify that the information contained in this form is accurate.

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

**CLIENT (To be completed by your supervisor):**

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

Position: \_\_\_\_\_

Phone: \_\_\_\_\_

I hereby certify that the information contained in this form is accurate.

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

	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
	HOURS	MINUTES	HOURS	MINUTES	HOURS	MINUTES	HOURS	MINUTES	HOURS	MINUTES	HOURS	MINUTES	HOURS	MINUTES
<b>Start Time</b>														
<b>Finish Time</b>														
<b>Subtotal</b>														
<b>(Lunch)</b>														
<b>Daily Total</b>														
<b>(Minus Lunch)</b>														
<b>TOTAL HOURS WORKED FOR THE WEEK</b>														
<b>(Please be sure to deduct lunch from this total)</b>														

**TERMS AND CONDITIONS**

1. A signed timesheet hereby certifies that the hours are correct and that the work was performed in a satisfactory manner.
2. The buyout fee will be charged if any candidate introduced by Staffworks Ltd. is employed at any time within a 1-year period after the last date that they worked on assignment for you either permanently or temporarily. This refers to you or any affiliate, division, subsidiary, predecessor, successor, assign, agency, servant, employer, officer, director associated or related company. This buyout fee will be charged by applying a percentage of the temporary fees paid to date towards the permanent placement fee of the employee.
3. Invoices/statements are due and payable immediately upon receipt. Interest of 1.5% per month will be charged after 30 days.
4. The minimum for each temporary employee is 4 hours per day, unless alternate arrangements have been made with the supervisor.
5. Our responsibilities include all legislated benefits and remittances.
6. A cancellation of a booking incurs a fee unless cancelled in time to reasonably prevent the Staffworks Ltd. employee from making the trip to the client's premises.
7. Staffworks Ltd. reserves the right to substitute a staff member of similar qualifications without notice.
8. An additional charge will be incurred when overtime provisions apply as governed by applicable labour legislation.
9. Although reasonable efforts will be made by Staffworks Ltd. to ensure high standards of integrity and reliability among our temporary staff and to provide staff in accordance with client requirements, Staffworks Ltd. assumes no responsibility for any loss, expense, damage or delay arising directly or indirectly, as a result of any failure to provide staff for all or part of the period of the booking or as a result of the misconduct or negligence of the staff provided.
10. It is understood that the undersigned will not entrust Staffworks Ltd. employees with the handling of cash, negotiables or other valuables, without prior written permission from Staffworks Ltd. and then only when an employee's specific duties necessitate such activity.
11. It is understood that the client's vehicle (whether leased or owned), if operated by a Staffworks Ltd. employee, will be adequately insured by the client with public liability, property damage, collision, fire and theft coverage, and that the employee shall have the full benefit and protection of such insurance.
12. Acceptance of the services of our temporary staff will be deemed acceptance of our terms.
13. A call will be made to establish your satisfaction with the temporary employee during the first 4 hours. Your verification will confirm that full payment will follow.
14. All of our rates, markups, temporary employee names, addresses, phone numbers, social insurance numbers and other file information will be treated as confidential.
15. You will not engage the services of any of our temporary employees without prior written consent.
16. This signed timesheet is a commitment by you to meet these terms and conditions as outlined above.