

# DIAMOND PERSONNEL, LLC.

## Facsimile

To: Diamond Personnel From: \_\_\_\_\_

Phone: 212.631.7520 Date: \_\_\_\_\_

Fax: 212.631.7538 Pages: \_\_\_\_\_

Re: Time Sheet

**Employee certifies that this form is true and accurate and no injuries were suffered.**

Employee Signature		Client Company					
Print Employee Name		Client Location					
Social Security Number	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table>					Authorized Signature	
Please check box for requested pickup location Mail _____ Midtown (352 Seventh Avenue, 3rd Floor) _____		Print Authorized Name					

Please Indicate A.M. or P.M.

Date	Day	Time Start	Time Finish	Less Lunch	Total Hours
/	Mon.				
/	Tues.				
/	Wed.				
/	Thurs.				
/	Fri.				
/	Sat.				
/	Sun.				
Client Company's Signature Certifies that:		Total hours for week (to the nearest 1/4 hour)			
1. Hours shown are correct 2. Work was down satisfactory 3. Acceptance of our terms or conditions on reverse side.		Total Overtime Hours Worked			

Please call your assignment manager when your job has ended. Time slips are valid for 30 days. Altered time slips will not be accepted.

### Client Terms and Conditions

In consideration of the furnishing of Services by Diamond Personnel, LLC it is agreed that the client company or any affiliate shall not employ the person named above in a temporary, permanent or consulting capacity for 6 months following the completion of work for the client company without the permission of Diamond Personnel. In the event of a breach of this specific provision, the client company will be assessed a liquidation charge to be determined by Diamond Personnel.

The client shall not authorize or cause Diamond Personnel employees to operate machinery, automobiles, trucks or other automotive equipment. The client company shall not entrust Diamond Personnel employees with unattended premises or any part thereof, handling cash negotiables, jewelry or any other valuables of any kind. Under no circumstances will Diamond Personnel be responsible for claims made under our fidelity bond unless such claims are reported in writing to Diamond Personnel by the client company within thirty (30) days after occurrence. The client company shall not advance cash or other valuables to Diamond Personnel employees for any reason and the client specifically waives any and all rights to offset the amount or value of such cash or valuables advanced against any money owed to Diamond Personnel. The client company acknowledges their understanding that Diamond Personnel invoices should be paid within five (5) days of receipt. If any legal action is necessary to collect these fees, you agree to pay all of the expenses thereof including reasonable attorney's fees.