

ADAM TEMPORARY SERVICES, INC.
11 EAST 44th STREET • NEW YORK, NY. 10017
TEL. (212) 557-9150 • FAX (212) 557-9348

TIME SHEET

CALL IN YOUR HOURS BY 3P.M. EACH FRIDAY

UNSIGNED TIME RECORD, INCORRECT INFORMATION, OR MAILING LATE WILL CAUSE DELAY IN RECEIVING YOUR PAY.

EMPLOYEE'S NAME (PRINT)					WEEK ENDING SUNDAY		
W-4 INFO SOCIAL SECURITY					#MARRIED	NYC RESIDENT	EXEMPTIONS
					SINGLE	NON-RES.	

I hereby certify that I worked the hours set forth below during the week ending as of the date shown above and that these hours were properly certified by an authorized representative of the company named hereon.

Upon completion of my assignment. I agree to immediately inform Adam Temporary Services, Inc. and advise whether or not I am available for other work.

EMPLOYEE SIGNATURE _____ DATE _____

FOUR (4) HOUR PER DAY MINIMUM PER EMPLOYEE						
	DATE	TIME STARTED	TIME FINISHED	LESS LUNCH PERIOD	TOTAL HOURS REGULAR	OVERTIME
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
SATURDAY						
SUNDAY						

NOTE: WE PAY TO THE NEAREST QUARTER HOUR

TOTAL HOURS FOR WEEK

The undersigned company (the "Undersigned") acknowledges and agrees that it will not authorize any employee of Adam Temporary Services, Inc. to operate machinery, or automotive or truck equipment without the prior written consent of Adam Temporary Services, Inc. Adam Temporary Services, Inc. does not cover physical loss or damage caused by the operation of the Undersigned's vehicles, automobiles or trucks by Adam Temporary Services, Inc. employees. It is agreed that the Undersigned shall accept full responsibility for bodily injury, property damage, fire, theft, collision or public liability damage claims, any of which may be caused as a result of an accident taking place while an Adam Temporary Services, Inc. employee is driving the Undersigned's vehicle, whether owned or rented.

The Undersigned acknowledges and agrees that it will not entrust Adam Temporary Services, Inc. employees with the handling of cash, negotiable or other valuables without written permission from Adam Temporary Services, Inc. and even then, only when an employee's specific duties necessitate such activity. It is understood that under no circumstances will Adam Temporary Services, Inc. be responsible for claims made under Adam Temporary Services, Inc.'s fidelity bond unless such claims are reported in writing to Adam Temporary Services, Inc. by the Undersigned within one week after occurrence.

The above named employee is under contract to Adam Temporary Services, Inc. The Undersigned agrees that it shall not employ or engage this employee directly, or through another staffing firm for (90) ninety working days of the date of this time sheet, unless Adam Temporary Services, Inc. and the Undersigned agree to a conversion charge established by Adam Temporary Services, Inc. and other pertinent terms and conditions.

The Undersigned acknowledges and agrees that all services provided by the above named employee were under the supervision, direction and control of the Undersigned.

The Undersigned acknowledges that Adam Temporary Services, Inc.'s invoices are for labor and therefore agree to pay such invoices within five (5) days of receipt.

The Undersigned certifies that the hours listed above are correct and that the work was performed in a satisfactory manner. Please enter any approved overtime hours and initial.

by _____

Company Name: _____

Authorized Signature: _____
 Title: _____ Dept. or Div. _____

FAX OR DELIVER: to Adam Temporary Services, Inc. On Fridays - Avoid Delays