CLIENT AGREEMENT

The individual signing this timecard is an authorized representative of the client and hereby certifies that the hours worked as indicated on the front side of the timecard are true and correct and that the work was performed in a satisfactory manner.

We (the client) understand that CEO Inc expends considerable effort and incurs substantial expense to recruit, screen, test and train its employees. We also understand that persons placed at our company through CEO Inc are CEO Inc employees. Should you (the client) decide that a CEO Inc employee is qualified for employment with your company, please contact CEO Inc. CEO Inc will be happy to explain its fee structure which takes into consideration the length of time for which the employee has been assigned to you, the nature of the position, and the volume of business you conduct with CEO Inc. CEO Inc is confident that we can reach a mutually advantageous agreement. However, by your (the client) signature you acknowledge your understanding and agreement that 1) you (the client) may not hire any person assigned to you from CEO Inc without written permission from CEO Inc ; 2) you (the client) may not transfer any person assigned to you from CEO Inc to the payroll of any other temporary agency or company or allow any person assigned to you from CEO Inc to work at your company for a period of 180 days from the last date at which s/he was assigned to you through CEO Inc. We (the client) acknowledge that if we breach the above terms, we will pay CEO Inc a settlement fee equivalent to the greater of $1,500 or 1% per thousand dollars of the person's annual salary up to a maximum of 30% of annual salary.

We understand that the supervision of the assigned CEO Inc employee for the agreed upon duties is our (the client) responsibility.

We agree not to authorize any CEO Inc employee to operate any motor vehicles, automotive or truck equipment without signing a Driver's Release Form supplied by CEO Inc. We agree to accept full responsibility for any bodily injury, physical loss, property damage or liability including fire, theft or collision caused or incurred by a CEO Inc employee while said employee is operating any of the aforementioned vehicles or equipment or while operating any machinery.

We agree not to advance or entrust a CEO Inc employee with cash, negotiable instruments or other valuable property without prior written permission from CEO Inc. Without such prior permission, we accept full responsibility for any loss or liability caused or incurred by a CEO Inc employee while handling cash, negotiables or other valuables.

Under no circumstances will CEO Inc or its insurers be responsible for any claims of employee dishonesty or misconduct unless such claims are reported to CEO Inc within ten days of the occurrence and Client cooperates fully in the investigation and prosecution of such claim.

We further agree to provide any general or specific safety training necessary to perform the assignment including safety information regarding exposures to hazardous substances and to insure that CEO Inc employees use any protective equipment necessary to perform assignment safely.

This CEO Inc employee is compensated on a weekly basis; therefore, we (the client) will be billed weekly. Payment will be due upon receipt of the invoice. We will be billed for the hours shown on the front side of this timecard at the agreed upon rate. Overtime hours will be billed at either one-and-one-half or two times the straight time billing rate. In the event that we fail to pay the charges of CEO Inc (whether for temporary services or settlement fee) when due, we (the client) shall pay late charges @ 1.5% per month, collection and/or litigation costs plus reasonable attorney's fees.

We hereby warrant that we (the client) are in compliance with all laws, rules and regulations of duly constituted governmental bodies concerning CEO Inc or any other employees and agree to indemnify and hold CEO Inc harmless from any and all damages, claims, suits, demands, or other causes of action which may arise or be asserted against CEO Inc by reason of our (the client) failure to comply with same.

CEO Inc *"Connecting Companies and Professionals"*

Instructions for Completing Timecard and Payment Procedure

1. Complete all information on the timecard. A separate timecard must be completed for each job assignment each week. Be sure to include your employee ID number, branch number and job number. You will be given a job number for each assignment. This number is needed to ensure prompt processing of your paycheck. **If you do not know your employee ID number, branch number or job number, call the office that placed you.**
2. The work week begins on Monday at 12:01 AM and ends Sunday at midnight. The week ending date is always the Sunday following the week you worked.
3. At the end of each week, have the supervisor sign your timecard and give him/her the client copy. The copies of your timecard should be distributed as follows:
   #1 - Client copy
   #2 - Employee copy - your copy
   #3 & #4 - CEO Inc branch copy & attached, self-mailer
4. Mail the CEO Inc copies to the address printed on the back or deliver to a branch location. Be sure to use first class postage.

Timecards are due in the office no later than 12:00 noon Monday. Please remember an incomplete or late timecard will be delayed and processed the following week.

PAYCHECK PROCEDURE

1. Paychecks are issued and mailed every week. The check you receive is for work completed through the previous Sunday. Therefore, work performed during the week you receive a check will not be included.
2. Please indicate delivery on timecard.
3. If you have changes in address, phone number, exemptions, etc., please notify CEO Inc as soon as possible. A wrong or incomplete address may cause a delay in pay. You must complete a new W-4 form if you wish to change your name or exemptions.
4. **Mail service takes 1-7 working days for delivery of checks and timecards. CEO Inc has no control over delivery of mailed checks. Postal delays may occur.**

EMPLOYEE NAME - LAST, FIRST, INITIAL (PRINT)

TIMECARD MUST BE IN OUR OFFICE BY 12:00 NOON MONDAY. HOURS TO NEAREST 1/4 HOUR.

EMPLOYEE ID NUMBER | BRANCH LOCATION | JOB NUMBER

WEEK ENDING SUNDAY

DAY	DATE	TIME IN	TIME OUT	TIME IN	TIME OUT	TOTAL HOURS
MON						
TUES						
WED						
THUR						
FRI						
SAT						
SUN						

CLIENT NAME

CLIENT ADDRESS

CLIENT VERIFICATION - Please Write Out

_____ HOURS _____ MINUTES

The undersigned, a duly authorized representative of the above Client, hereby (1) certifies that the above hours are correct and that the work was performed in a satisfactory manner; and (2) confirms Client's agreement to the terms stated on the reverse of this form.

CLIENT SIGNATURE: _____

TITLE: _____

TELEPHONE NUMBER: _____

I hereby certify that the hours shown hereon were worked by me during the week ending designated, and were certified by an authorized representative of the Client.

EMPLOYEE SIGNATURE: _____

STRAIGHT TIME	OVERTIME	DOUBLE TIME *

DELIVERY OPTIONS: ☐ HOLD CHECK ☐ MAIL CHECK ☐ DIRECT DEPOSIT

Thank you for working with CEO Inc

* Verify with branch location that double time is applicable.

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