

## Best Choice Staffing, Inc Timesheet

FAX NUMBER 212-453-9024

Employee's Name: \_\_\_\_\_ Last 4 digits of Social Security #: xxx-xx-\_\_\_\_\_

Client's Name (please print): \_\_\_\_\_

Report to person at Client: \_\_\_\_\_

Pay Check should be:     Mailed                       Direct Deposit                       Held in Office

Please note all paystubs from direct deposit will be mailed from our offices. If you are signed up for direct deposit your check will always be directly deposited into your account unless you have emailed our offices to tell otherwise.

	DATE	TIME IN	TIME OUT	LUNCH BREAK	TOTAL HOURS FOR DAY
MON					
TUES					
WED					
THUR					
FRI					
SAT					
SUN					
Total number of hours for the week					

Employee, please note, that a lunch break of at least 30 minute must be taken for every 8 hours worked. Many of our clients will require you to take a full one hour break. Please double check your timesheet before faxing (**fax number 212-453-9024**) it to us and sign below to acknowledge that these are the correct hours you worked in the given week. **Please note we need your timesheet by Tuesday at 12 Noon.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Overtime:** Time and one-half will apply if our employee works over 40 hours in any one week starting Monday and ending on Sunday. We certify the hours indicated are correct and the work has been performed satisfactory. If you have any issues you would like to raise to Best Choice Staffing, Inc. please do so immediately.

Please note, that if you are interested in hiring this employee as an employee of your own please inform Best Choice Staffing, Inc. promptly. We will be able to help you with the negotiating of a salary as we are aware of what the candidate would be looking for in a full time salary. It is in the best interest of all parties to include Best Choice Staffing, Inc. in the negotiating process.

This employee can not be hired directly by the client for a period of 180 days (6 months) from the last day worked as an employee of Best Choice Staffing, Inc.

Best Choice Staffing, Inc. shall use its best efforts to provide services required hereunder. Customer acknowledges Best Choice Staffing, Inc. is only able to provide services based on quality of information and work specifications supplied by customer shall be indemnified and saved harmless by customer from and against all losses, claims, damages, penalties, cost, and expenses incurred by customer or arisen out of the performance or non-performance of Best Choice Staffing, Inc. obligations under this agreement. Best Choice Staffing, Inc. not be liable to customer for any special direct indirect or consequential damages including, but not limited to, lost profits even if the parties have knowledge of the possibility of such damages.

Is this Assignment Complete?                       Yes                       No

Client's Signature \_\_\_\_\_

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