

Algonquin
Fax- 847-658-8904

Aurora
Fax- 630-851-4830

Chicago
Fax- 773-395-1019

Franklin Park
Fax- 847-455-5326

Arlington Heights
Fax- 847-640-0940

Elgin
Fax- 847-888-9832

Crestwood
Fax- 708-388-6820

Hanover Park
Fax- 630-483-7701



Customer Information:

Company Name: _____ Address: _____

City: _____ Zip: _____ Sunday (Week Ending) Date: _____

Supervisor Name: _____

Employee Name	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total Regular Hours	Total Overtime Hours
Please Print Name Client:		Daily Time Ticket 4 Hour Minimum Per Person						Total Regular Hours	Total Overtime Hours
Authorized Signature Client:		Terms and Conditions							

- CUSTOMER agrees not to hire the SURESTAFF employee(s) named on the front side hereof for a 60 day period after the last day on which such employee(s) perform service for CUSTOMER's benefit or no to hire SURESTAFF employee mentioned on the front side hereof until he or she has worked at least 90 different days.
- CUSTOMER shall not entrust SURESTAFF employees with unattended premises or valuables including but not limited to cash, securities, motor vehicles and tools, without first obtaining the written consent of SURESTAFF, unless CUSTOMER assumes complete liability thereof.
- CUSTOMER shall not employ or use SURESTAFF employees to operate machinery, equipment, or vehicles not covered by CUSTOMER's liability and property damage insurance without first obtaining the written consent of SURESTAFF.
- CUSTOMER shall not employ SURESTAFF employees to operate dangerous or unprotected machinery or equipment, or to perform any work on or using ladders or scaffolding or to perform excavation work where proper shoring and protection is not provided.
- CUSTOMER shall indemnify and hold SURESTAFF harmless from any and all liabilities, demands or claims arising out of this contract.
- CUSTOMER shall pay to SURESTAFF the total amount due 10 days upon receipt of SURESTAFF invoice. CUSTOMER shall pay interest of 1.5% per month (18% annual rate) on account balances more than 30 days past due. If an account is referred to an attorney for collection, CUSTOMER shall pay the reasonable attorney's fees and court costs incurred by SURESTAFF.
- If for any reason our Client is dissatisfied with the performance of a SURESTAFF employee, Client will not be charged for the hours worked if Client notifies SURESTAFF within the first (4) hours of assignment.
- The payroll week of SURESTAFF begins at 12:01 A.M. each Monday. When the CUSTOMER utilizes any given employee in excess of (40) hours in any payroll week the CUSTOMER agrees to be invoiced and pay at one and one half the normal billing rate on such excess. The CUSTOMER further agrees to a minimum invoicing of (4) hours per man day.
- At the end of each work period the CUSTOMER will fill in the correct hours worked by each employee, sign, retain "CUSTOMER COPY" of this multi-part work ticket and return the other copies to SURESTAFF.