

	MON	TUES	WED	THUR	FRI	SAT	SUN	CUSTOMER NAME
FILL IN DATE								REPORT TO:
TIME STARTED								EMPLOYEE NAME (PRINT)
TIME FINISHED								CLIENT APPROVAL INDICATES ACCEPTANCE OF THE TERMS AND CONDITIONS ON THE REVERSE SIDE. CLIENT MUST INITIAL ALL OVERTIME HOURS WORKED. DO NOT SIGN IF HOURS ARE NOT TOTALLED.
LESS LUNCH								Client's Name (print)
STRAIGHT TIME HRS WORKED								Client's Signature X
OVERTIME								EMPLOYEE: By signing the timecard, I agree I have worked the hours stated, that the hours are correct, and I have worked safely during this pay period and have not experienced (or witnessed) any accidents, incidents and/or near misses. Furthermore, I have also not experienced any injuries-including (but not limited to): minimal, slight or momentary. I understand failure to notify C.S.T. Connection of such PRIOR to signing my timecard could result in disciplinary action and jeopardize worker's compensation benefits.
CLIENTS INITIALS								The assignment has been completed YES NO Employee's Signature X
TOTAL HRS								
TO NEAREST 15 HR.								



Main Number 727-538-8567

Fax: 727-233-0674 OR  
Email: margie@cstconnection.com

FOUR(4) HOUR MINIMUM EMPLOYEE PER DAY

TOTAL HOURS FOR THE WEEK (TO NEAREST 15 HR.)	
HRS	MIN

CUSTOMER AGREEMENT

It is understood that the individual signing this time sheet is an authorized representative of our customer and hereby certified that the hours are correct, the work was performed satisfactory and the signature is authorization to bill the customer for the hours shown on this time sheet.

By signing this time sheet the signer of this time sheet agrees not to authorize Customer Service Team Connection, Inc. (d/b/a C.S.T. Connection, Inc.) hereinafter "C.S.T.") employee to operate any mechanical equipment or motor vehicle without the consent of C.S.T. and does represent that appropriate insurance coverage will be carried by the C.S.T. customer on said equipment.

The C.S.T. customer will not entrust C.S.T. employees with unattended premises or any part thereof, or with handling of cash, negotiable, or other valuables without written permission from C.S.T. and then only when an employee's specific duties necessitate such activity. It is understood that under no circumstances will C.S.T. be responsible for claims made under C.S.T.'s fidelity bond unless such claims are reported, in writing, to C.S.T. by the signer of this time sheet within seven(7) days after occurrence.

C.S.T. terms are that an invoice rendered for the hours on this time sheet shall be net due upon receipt and if not paid within thirty (30) days, a late payment of invoice charge of one and one-half percent (1 1/2%) per month (which is an annual percentage rate of eighteen percent (18%) will be calculated on the balance shown on our statement as being past due and payable. Invoices that are not paid within a 30-day period are subject to suspension of services. Should it become necessary to collect this amount through an attorney or by legal proceedings, the customer promises to pay all costs of collection, including reasonable attorney's fees.

The C.S.T. customer agrees to inform the C.S.T. office and the C.S.T. employee of any hazardous chemicals or materials, as described by Florida Statutes, prior to allowing the C.S.T. employees to work in the area to such hazardous material.

The C.S.T. customer agrees that utilization of the employee named on the time sheet on a temporary, temporary-to-hire, consultant or independent contractor basis within six months from the date on the last time sheet the C.S.T. employee worked for this company will be through C.S.T. If the customer desires to hire a C.S.T. employee named on the time sheet for a regular full-time or part-time position at their company, it is agreed that notification of this intent will be given to C.S.T. and that C.S.T. employee will remain on C.S.T.'s payroll for a period of no less than 520 hours (thirteen (13) weeks at forty (40) hours per week) from the date of notification **OR** a conversion fee of no less than \$2,000.00 and no greater than twenty percent (20%) of the employee's annual salary will be charged.