



Timesheets must be faxed at the end of every Friday in order to receive prompt payment
ROUND TIME TO THE NEAREST QUARTER HOUR. .25=15 min. .50=30 min. .75=45 min.

Employee Name

Company Name

Job Status (check one)

[ ] CONTINUING [ ] COMPLETED

I CERTIFY THAT I HAVE WORKED THE HOURS LISTED ON THIS TIMESHEET

Employee Signature

Table with columns: Date, Time Begin, Time End, Less Break, Total Hours. Rows for Mon-Sun and summary rows for Regular Time and Overtime (40+ hours).

CLIENT'S TERMS AND CONDITIONS

- 1. ROCS, Inc. invoices reflect payroll we have already paid. You agree with our terms which are payable upon receipt. A late payment charge of 1.5% per month will be charged to accounts not paid within 30 days. Client shall also pay all costs of collection, including reasonable attorney fees.
2. Client understands that all overtime or holiday work will be billed at the required statutory payment rates (i.e., time and a half, double time, etc.)
3. Client agrees that it is engaging the Associate listed herein for a specific job function and assignment, as previously disclosed to ROCS Inc., and that it shall not alter such job function or assignment, or the Associate's anticipated duties, without ROCS Inc. prior written consent. Client agrees to notify ROCS Inc. immediately upon the completion or termination of the Associate's assignment.
4. Client acknowledges that, unless otherwise agreed to in writing, ROCS Inc. has not undertaken any independent investigation of the associate. Because of substantial legal restrictions on the use and communication of various types of information, we have not screened for drug use, administered a medical exam, conducted a criminal background check or engaged in any verification process.
5. Client acknowledges that ROCS Inc. has expended considerable time, effort and monies recruiting, evaluating, hiring, training, administering, and retaining its associates. Accordingly, and as further consideration to ROCS Inc. in exchange for the services it is providing to Client, Client agrees that it will not employ or otherwise engage or hire the Associate named on this sheet hereof in any capacity, whether for the same or any other job function, and whether directly or indirectly (including, without intended limitation, any hiring through another staffing firm or agency), for a period of 180 business days following completion of her or his assignment. Client agrees that if it violates this restriction it will pay ROCS Inc., as liquidated damages and not as a penalty, a fee equal to a sum determined by multiplying such person's projected first year's income, including salary, bonus and commission in the new capacity times a percentage equal to one (1%) percent for each \$1,000 of such first year's income, to a maximum percentage of thirty (30%) percent. For example, if such person's projected first year's income in the new capacity is \$20,000, the fee is twenty (20)% percent thereof or \$4,000., and shall reimburse ROCS Inc. for all reasonable legal fees incurred in connection with the enforcement of its rights hereunder.
6. It is understood that we will not authorize the Associate to operate machinery (other than office machines) or automotive equipment. The insurance furnished by ROCS Inc. does not cover physical loss, damage or liability caused by the operation of the client's automotive equipment. It is agreed the client accepts 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 while the Associate is driving the client's vehicle, whether owned or rented.
7. Client understand that the Associate has no authority to handle cash, securities, or other valuables without ROCS Inc. advance written consent, and that ROCS Inc. disclaims any responsibility with respect thereto.

Client Name

Company Name

I CERTIFY THAT THE ROCS INC. ASSOCIATE NAMED ABOVE WORKED THE HOURS LISTED ON THIS TIMESHEET AND I AGREE TO THE TERMS AND CONDITIONS LISTED ON THIS SHEET.

Client Signature