

B. Loehr Staffing

P.O. Box 21530 St. Louis, Missouri 63132-0530 • (314) 567-0207 Fax (314) 567-3878

(Please Print)

Employee Name: _____

Social Security #: _____

Client Company: _____

Week Ending Date ____/____/____	HOLD CHECK <input type="checkbox"/>	PLEASE MAIL <input type="checkbox"/>	NEW ADDRESS <input type="checkbox"/>
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HOURS TO THE NEAREST 1/4 HOUR (.25 = 15 MINS; .5 = 30 MINS; .75 = 45 MINS.)

Date	Mo/Day	Start	Finish	Less Lunch	Total Hours
Mon					
Tues					
Wed					
Thurs					
Fri					
Sat					
Sun					

Overtime will be paid in excess of 40 hours/week	TOTAL WEEKLY HOURS
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EMPLOYEE: I hereby certify that the hours shown hereon, represent the total hours worked this week by me and properly verified by the Client.

I HEREBY CERTIFY THAT I SUSTAINED NO INJURIES DURING THIS ASSIGNMENT.

EMPLOYEE SIGNATURE: _____

UNSIGNED OR ALTERED TIMECARDS WILL BE RETURNED WITHOUT A PAY-CHECK. PLEASE OBTAIN ALL NECESSARY SIGNATURES AND FILL OUT A NEW TIMECARD IF ERRORS ARE MADE.

To be signed by Company:

It is understood that we (herein "Company") will be billed for a minimum charge of (4) hours per day per person employed. The total hours worked as shown are hereby verified as correct. The work was performed in a satisfactory manner. We understand that B. Loehr has a substantial investment in the above named employee, and the Company agrees that if the Company hires the employee any time within six months from the date shown as the "week ending" above, said employee shall continue on the payroll of B. Loehr on its regular basis with us for a period of 90 days from the time of such employment or from the time the Company notifies B. Loehr of same, whichever occurs last. In lieu of the above basis for compensation to B. Loehr for such employment, the Company will pay B. Loehr liquidations damages equal to 5 weeks of billing at the time of such employment. The Terms and Conditions on the reverse side form a part of this Customer Agreement. Your signature represents that you are in agreement with all the Terms and conditions on front and reverse side hereof and that the hours shown are correct and the work was completed satisfactorily. Client agrees to pay hours when invoiced, based upon terms, which shall be entitled to interest at the rate of 1-1/2% per month (18% per annum) and its reasonable attorney's fees and cost of collection on all past due accounts.

CLIENT SIGNATURE: _____

1. LEAVE ONE COPY WITH CUSTOMER.
2. MAIL COPY TO B. LOEHR OFFICE BY 10:00 AM ON TUESDAY.