

**IMPORTANT: WE MUST RECEIVE YOUR TIMECARD BY 5:00 P.M. MONDAY FOR YOUR PAYCHECK TO BE READY WEDNESDAY.** TIMECARDS RECEIVED AFTER 5:00 P.M. WILL BE PROCESSED THE NEXT WEEK. NO FAXES PERMITTED. UNSIGNED TIMECARDS WILL BE RETURNED WITHOUT A PAYCHECK. ALTERATIONS WILL VOID THE TIMECARD. IN CASE OF AN ERROR, FILL OUT A NEW TIMECARD. ANY PAYCHECKS THAT HAVE NOT BEEN PICKED UP ON WEDNESDAY WILL BE MAILED.

I hereby certify that the hours shown were worked by me during the week ending shown below and were properly certified by an authorized representative of the named company at the bottom hereof. I understand I am to contact Broad Waverly Staffing, L.L.C. after completing the assignment to determine if there is other work available for me. I agree that if I do not contact Broad Waverly upon completion of an assignment, they can assume I am not available. No injuries were suffered during this pay period.

EMPLOYEE NAME (PLEASE PRINT)	SOCIAL SECURITY NO.
	- -
EMPLOYEE SIGNATURE	WEEK ENDING FRIDAY
<b>X</b>	

HOURS TO THE NEAREST .25 HOUR IN DECIMALS. EXAMPLES: 1/4 HOUR=.25, 1/2 HOUR=.5, 3/4 HOUR=.75  
DRAW A LINE THROUGH DAYS NOT WORKED.

ALTERING OR MISREPRESENTATION OF HOURS OR DATES IS A FEDERAL OFFENSE.

DAY & DATE	START TIME	FINISH TIME	LESS LUNCH	STRAIGHT TIME	OVER TIME
SAT	:	:	.	.	.
SUN	:	:	.	.	.
MON	:	:	.	.	.
TUES	:	:	.	.	.
WED	:	:	.	.	.
THURS	:	:	.	.	.
FRI	:	:	.	.	.

I hereby certify the above hours including overtime are correct, and the work was performed in a satisfactory manner as set forth in the **Customer Agreement** on the reverse side of this Weekly Timecard. This company will not directly or indirectly employ the person named above either as a salaried employee or as an independent contractor for a period of one (1) year from the employee's contract start date without contacting Broad Waverly Staffing, L.L.C. to satisfy 1 or 2 conditions. 1. Maintain the person on Broad Waverly's payroll for six (6) months or 2. Pay a conversion fee. I further certify the company is to be bound by the terms & conditions of the **Customer Agreement** on the reverse side of this Weekly Timecard.

<b>CUSTOMER PLEASE FILL IN THIS BURGANDY AREA</b>	
COMPANY NAME (PLEASE PRINT)	DEPT.
SUPERVISOR NAME	PHONE
SUPERVISOR SIGNATURE CERTIFYING HOURS	EXT.
<b>X</b>	

TOTAL STRAIGHT TIME HOURS	TOTAL OVER TIME HOURS

TOTAL HOURS APPROVED

**WEEKLY TIMECARD RETURN TO BROAD WAVERLY THANK YOU!**

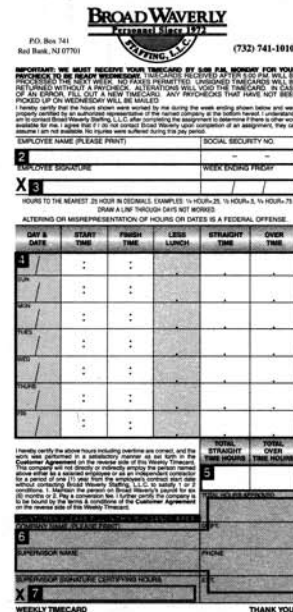
## TIMECARD INSTRUCTIONS

Provided below is a completed sample timecard and step by step directions on how to fill it out. Please review each of the steps carefully and then tear off this instruction page and use it for reference as you complete the time card.

We want to pay you quickly and accurately. In order for us to do this, we need all of the information requested on the timecard. Failure to provide the necessary information may delay your paycheck.

You must submit a new timecard each week for each assignment. If you work for more than one company during the week, use a different timecard for each assignment. Unsigned timecards will be returned without a paycheck. Alterations will void the timecard. In case of an error, fill out a new timecard. Please call Broad Waverly Staffing, L.L.C. if you have a question.

### HOW TO FILL OUT YOUR TIMECARD



**BROAD WAVERLY**  
Personnel Since 1972  
STAFFING, L.L.C.

P.O. Box 741  
Red Bank, NJ 07701  
(732) 741-1010

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EMPLOYEE NAME (PLEASE PRINT) SOCIAL SECURITY NO.

EMPLOYEE SIGNATURE WEEK ENDING FRIDAY

HOURS TO THE NEAREST .25 HOUR IN DECIMALS. EXAMPLES: 1/4 HOUR=.25, 1/2 HOUR=.5, 3/4 HOUR=.75  
DRAW A LINE THROUGH DAYS NOT WORKED.

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DAY & DATE	START TIME	FINISH TIME	LESS LUNCH	STRAIGHT TIME	OVER TIME
SAT	:	:	.	.	.
SUN	:	:	.	.	.
MON	:	:	.	.	.
TUES	:	:	.	.	.
WED	:	:	.	.	.
THURS	:	:	.	.	.
FRI	:	:	.	.	.

EMPLOYEE NAME (PLEASE PRINT)

SUPERVISOR NAME

SUPERVISOR SIGNATURE CERTIFYING HOURS

**X**

WEEKLY TIMECARD THANK YOU!

1. Please press firmly, printing with a ball point pen.
2. Please print you name and social security number.
3. Sign your name and fill in the week ending Friday's date.
4. Fill in your hours for the week and draw a line through the days not worked.
5. Total your hours for the week to the nearest .25 hour. Please ask our client's supervisor to fill in the burgandy shaded area on the bottom of your timecard.
6. The client must print the total hours approved in words, company name, department and client supervisor.
7. A client signature verifying hours is required.
8. Remove and keep PINK copy for your records.

### PAYMENT PROCEDURE

Upon completion of your assignment each week:  
Mail your timecard(s) on Friday from a major postal station or drop off your timecard(s) at our office by 5:00 P.M. Monday.

**IMPORTANT: WE MUST RECEIVE YOUR TIMECARD(S) BY 5:00 P.M. MONDAY FOR YOUR PAYCHECK TO BE READY WEDNESDAY.**

Timecard(s) received after 5:00 P.M. will be processed the next week. Your weekly paycheck is for the hours worked during the previous week.

To mail original and remaining copies - peel off adhesive strip, fold card and press firmly to seal, affix first class stamp where indicated, send to pre-addressed Broad Waverly processing center.

## CUSTOMER AGREEMENT

This is an agreement between Broad Waverly Staffing, L.L.C., herein after called "Broad Waverly", and its customer/client, herein after called "customer", which includes Broad Waverly's terms and conditions for supplying customer with a temporary employee(s).

### --PLEASE READ--

#### CERTIFICATION AND INVOICE PAYMENTS

It is agreed that the person signing this timecard is an authorized representative of the customer company and hereby certifies that the hours worked as shown on the reverse side of this timecard are correct and that the work was performed in a satisfactory manner. The customer understands that Broad Waverly employees are paid on a weekly basis. The customer will therefore receive a weekly invoice that is due upon receipt of the invoice. Hours billed will be based on the total hours certified on the reverse side. Any hours over 40 per week will be billed at the overtime rate of one-and-a-half times the regular time bill rate. Customer may, however, specify overtime to be any hours over 8 per day. Payment not received within 30 days is past-due, and the customer agrees to pay all collection and/or litigation costs plus reasonable attorney's fees.

#### CHANGE OF ASSIGNMENT DUTIES

The customer is aware that the Broad Waverly employee pay rate and the customer bill rate are based on the job description given at the time the order is placed. At such time as the job description is changed to include additional duties, the customer agrees to contact Broad Waverly so that fair compensation and billing may be adjusted.

#### CONVERSION FEES

We (the customer) understand and accept that the temporary help supplied by Broad Waverly represents considerable expense in recruiting, advertising, interviewing, evaluating, testing and training of the high quality personnel Broad Waverly is known for. Therefore, in consideration for this service, we agree that if any employee named herein is employed by us, our associates or affiliates (including but not limited to as a salaried employee or as an independent contractor), or is working on our premises but is employed by an employee leasing company or other temporary help agency through whom we obtain personnel, during a temporary assignment or within one (1) year after the temporary assignment, we hereby agree to pay Broad Waverly a settlement fee equivalent to the Broad Waverly regular placement fee of 1% per thousand dollars of annual salary up to a maximum of 30% of annual salary. Absent any written supplemental agreement there is a fee to hire a Broad Waverly employee.

#### MACHINERY & MOTOR VEHICLE OPERATIONS

The customer agrees not to authorize any Broad Waverly employee to operate any motor vehicle, automotive or truck equipment, or machinery; nor allow a Broad Waverly employee to do any work involving ladders, scaffolding, or similar equipment without prior written consent from Broad Waverly. The customer agrees that training, supervision and provision of related safety equipment and materials for such operation are full responsibility of the customer. Furthermore, it is agreed that the insurance furnished by Broad Waverly does not cover the operation of the customer's motor vehicles by a Broad Waverly employee, nor does it cover physical loss or damage of machinery, equipment, or materials of the customer while in the care, custody, or control of a Broad Waverly employee. The customer agrees to accept full responsibility for any bodily injury, physical loss, property damage or public liability claims including fire, theft, or collision caused or incurred by a Broad Waverly employee while said employee is operating any of the aforementioned vehicles or equipment or while operating any machinery.

#### CASH & VALUABLE PROPERTY

The customer agrees not to entrust Broad Waverly employees with unattended premises or any part thereof, the handling of cash, negotiable instruments, office keys, or any other valuables without prior written consent from Broad Waverly. No Broad Waverly accounting employee can render a professional opinion on financial statement on behalf of Broad Waverly, they cannot sign their names or the Broad Waverly name to any financial statement or any tax return, while on an assignment to a Broad Waverly customer.

#### HEALTH & SAFETY

The customer will provide a workplace which complies with all laws and ordinances related to OSHA and all applicable local or state laws. The customer agrees to provide any specific or general training required to perform the assignment including safety information regarding exposures to hazardous substances, and to insure that Broad Waverly employees use protective equipment necessary to perform the assignment safely. The customer agrees to indemnify and hold Broad Waverly harmless for claims, damages or penalties arising out of violations of the Occupational Safety and Health Act of 1970, or any similar state law with respect to workplaces owned, leased or supervised by customer and to which Broad Waverly employees are assigned. The customer agrees and warrants to Broad Waverly that it will provide a safe workplace for Broad Waverly employees and agrees to indemnify Broad Waverly for any increased workers' compensation costs which may result from injury to a Broad Waverly employee because of an unsafe workplace.

#### FIDELITY BOND

The customer agrees to deliver a claim in writing within ten (10) days of such occurrence for any claim arising out of or under its Fidelity Bond. It is further agreed that if such claims are not delivered within ten (10) days, that Broad Waverly will be held harmless in such claims.

#### GOVERNMENT COMPLIANCE

The customer certifies that it is in compliance with all laws, rules and regulations of duly constituted governmental bodies concerning Broad Waverly employees. Customer agrees to indemnify and hold Broad Waverly harmless from any and all damages, claims, demands, suits, or other causes of action which may arise or be asserted against Broad Waverly by reason of the Client Company failure to comply with same.