



3631 S Harbor Blvd, Suite 130  
 Santa Ana, CA 92704  
 (877)-272-6950

To Change the delivery method of your check, please contact our Branch

Name \_\_\_\_\_

Assignment # (Last four Numbers of Social Security #) \_\_\_\_\_

Company \_\_\_\_\_

Reports to \_\_\_\_\_

**CHECK ONE**

This is my first week on a new assignment or with a new supervisor.  
 This is **not** my first week on a new assignment and I'm currently continuing my assignment.

	Date Worked	Time in	Time out (Lunch)	Time in (Lunch)	Time Out	Reg. Hours	O.T. Hours	D.T. Hours
Mon								
Tues								
Wed								
Thu								
Fri								
Sat								
Sun								
Week – Ending Date:					TOTAL HOURS			

I certify that I worked the hours shown on this card on the days indicated and that this card has been certified by a person that I know is an authorized representative of the Customer.

Candidate Signature \_\_\_\_\_

**TERMS OF SALE**

1. SkillSet Group LLC is hereafter referred to as the "Company." Except as modified separately in writing, these terms govern Customer's completed and future temporary employment assignments. Customer includes all subsidiaries, affiliates, and partners. Customer certifies that the Candidate's hours shown on his/her time sheet are correct and that the work was performed acceptably. Customer shall notify the Company immediately of the completion or termination of a Candidate's assignment.
2. The Company charges on a weekly basis and invoices are payable upon receipt. All benefits to Customer including guarantees are in effect only when the Company has received payment within 10 days from the date shown on the invoice. Customer shall promptly pay the Company invoices, late fee charges of 6.5%, finance charges of 2.5% per month and all collection fees, attorneys' fees and court costs on all unpaid balances.
3. Client agrees that candidate is not allowed to handle cash, securities, checks, merchandise, credit cards, confidential or trade secret information, negotiable instruments, or other valuables without the express prior written permission of the Company and then only under the Company's direct supervision and control, and that it will not request or permit any Candidate to use any vehicle or machinery in connection with the performance of services for Customer, without the Company's express prior written permission. All claims and costs associated with acts or omissions of the Company's Candidate arising from nonobservance of this section shall be Customer's responsibility.
4. Customer will hold the Company harmless from all claims and costs arising under occupational safety or health laws with respect to the Company's Candidate assigned to it. The Company is not responsible for fidelity claims not reported to it by Customer in writing within 30 days after occurrence. Customer agrees associated is not permitted to lift over 50 pounds nor work more than six feet above or below ground level. Customer hereby warrants it is in compliance with all laws, rules and regulations of duty constituted governmental bodies concerning Company or any other associates and agrees to indemnify and hold harmless the company from any and all claims, suits, and demands or other causes of action with may arise or be asserted again the company by reasons of client's failure to comply with same.
5. Customer agrees not to directly or indirectly cause or permit any Candidate assigned to Customer by the Company to transfer to another entity's payroll, or to perform services for Customer while on the payroll of any person or firm other than the Company during the term of the Candidates assignment to Customer and for 365 days after such assignment ends, or employ any person referred to Customer by the Company, within a time period of 365 days subsequent to said referral, without the Company's express written permission. If Customer violates this paragraph, then Customer shall pay to the Company a fee in the amount of 30% of the Candidates annualized compensation, plus all costs of collection and/or reimbursement for all reasonable attorneys' fees incurred to enforce its rights hereunder. "Transfer" includes, but is not limited to: employing the person directly; purchasing the person's services as a temporary, payrolled or leased employee of an organization.

As the Customer authorized representative, I certify that the candidate's hours shown on this time sheet are correct and that the work was performed satisfactory. I'm also aware of the terms and agree to the terms of sale.

Customer Signature \_\_\_\_\_