

# AARDVARK STAFFING, INC

Please Use Dark Ink and Print Clear

|                           |               |                |                           |                 |               |                 |               |                     |  |
|---------------------------|---------------|----------------|---------------------------|-----------------|---------------|-----------------|---------------|---------------------|--|
| Consultant Name:          |               |                |                           |                 |               |                 |               |                     |  |
| Client Company Name:      |               |                | Consultant Work Location: |                 |               |                 |               |                     |  |
| Client Department:        |               |                | City, State               |                 |               |                 |               |                     |  |
| Reports To:               |               |                | Work Telephone:           |                 |               |                 |               |                     |  |
| <b>Days:</b>              | <b>Monday</b> | <b>Tuesday</b> | <b>Wednesday</b>          | <b>Thursday</b> | <b>Friday</b> | <b>Saturday</b> | <b>Sunday</b> |                     |  |
| <b>Date:</b>              |               |                |                           |                 |               |                 |               |                     |  |
| <b>Time IN:</b>           |               |                |                           |                 |               |                 |               |                     |  |
| <b>Meal OUT:</b>          |               |                |                           |                 |               |                 |               |                     |  |
| <b>Meal IN:</b>           |               |                |                           |                 |               |                 |               |                     |  |
| <b>Day OUT:</b>           |               |                |                           |                 |               |                 |               | <b>Total Hours:</b> |  |
| <b>Regular Total Hour</b> |               |                |                           |                 |               |                 |               | <b>Regular:</b>     |  |
| <b>Overtime Hours</b>     |               |                |                           |                 |               |                 |               | <b>Overtime:</b>    |  |
| <b>Total Daily Hours</b>  |               |                |                           |                 |               |                 |               | <b>Total:</b>       |  |

### Authorization

I hereby certify that the hours shown above were worked by me on the dates shown and where properly certified by an authorized representative of the company names above. I agree that if I do not contact the office upon completion of an assignment, they can assume I am not available for work.

|                      |                   |      |
|----------------------|-------------------|------|
| Consultant Signature | Please Print Name | Date |
|----------------------|-------------------|------|

Execution of this form by the CLIENT consultants certifications that the total hours listed are correct as stated. That the work was performed in a satisfactory manner and that the client agrees to the terms and conditions listed below

|                  |                   |      |
|------------------|-------------------|------|
| Client Signature | Please Print Name | Date |
|------------------|-------------------|------|

### Clients Terms and Conditions

- Aardvark employees are assigned to work for the client organizations on a temporary basis. If the client or any of its affiliates directly hires or utilizes the services of the employee named above on either a full or part time basis during the employees assignment, client agrees to pay 30% placement Fee computed on the employees annualized starting wage or salary.
- In the event it becomes necessary to pursue collection of any amounts past due, including the collection of the above placement fee, client agrees to all Collection cost, charges, expenses, and reasonable attorney fees. Including but not limited to those arising from any appeals.
- Aardvark employees are not authorized to render an opinion on financial statements or to sign any financial statement or tax return while on assignment.
- Aardvark employees are not authorized to operate automotive equipment or any other machinery, if employee acts upon the following in condition 3 and
- Client accepts full responsibility for and will hold Aardvark harmless from all resulting loss, theft, claims, penalties, assessments, bodily injury, death, Property damage, fire, collision and public liability damage claims.
- Employees are REQUIRED to take a meal break if they work more than 6 hours in a day.
- Client shall monitor the performance and activities of the employee. Clients signature on this document constitutes agreement that employees work for the period indicated was satisfactory and that client will pay Aardvark for same.

**EMAIL TO: TIMECARD@AARDVARKSTAFFING.COM BY 9:00 AM ON MONDAY**