

CEi Works
 PO Box 3351
 Chattanooga, TN 37404-0351
 423.266.1888
 423.266.2196 fax
 office@ceiworks.net

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TIMESHEET FOR WEEK ENDING SUNDAY					/	/	20
COMPANY							
Company Name							
Address							
City	State				Zip		
REPRESENTATIVE							
Authorized Representative						Title	
Signature						Date	
<small>Your signature on this form you are certifies that the hours reported by the Assigned Employee herein are accurate, that his or her performance was satisfactory, and that your company agrees to the terms and conditions on the reverse of this form.</small>							
EMPLOYEE	(SSN)						
Employee Name							
Signature						Date	
<small>Your signature on this form certifies that the hours reported herein are accurate, that no injuries were suffered as a result of your assignment, and that you agree to the terms and conditions on the reverse of this form.</small>							
ROUND UP TO NEAREST 15 MIN INCREMENTS							
DAY	BEGAN	ENDED	Less LUNCH	TOTAL			
SUN							
MON							
TUE							
WED							
THU							
FRI							
SAT							
TOTAL HOURS WORKED THIS WEEK							

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TOTAL HOURS WORKED THIS WEEK							

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CLIENT AGREEMENT

- CEI's obligation to the Client Company is limited to assigning employees (Assigned Employees) with certain skills and abilities and, with regard to such employees, to maintain personnel and payroll records; calculate and pay wages; withhold and remit payroll taxes and other government-mandated charges (including workers' compensation); hire, assign, reassign, counsel, discipline and discharge; and handle work-related claims and complaints.
- The person signing this timesheet is an authorized representative of the Client Company and hereby certifies that the hours reported herein are correct, that the work was satisfactorily performed and authorizes CEI to bill Client Company for such hours. In the event an Assigned Employee works for Client Company more than forty (40) hours in any workweek, Client Company will pay an increase in the bill rate to reflect such additional compensation plus applicable markup.
- Client agrees to pay Net Upon Receipt of invoice, and to pay late charges on any unpaid balances after 60 days from the date of receipt at the rate of 1.5 % per month (Annual Percentage Rate of 18%) or the maximum legal rate, whichever is higher.
- Client agrees that it will not entrust Assigned Employees with unattended premises, cash, checks, keys, credit cards, merchandise, confidential or trade secret information, negotiable instruments, or other valuables without the express prior written permission of CEI and then only under CEI's direct supervision and control, and that it will not request or permit any Assigned Employee to use any vehicle, regardless of ownership, in connection with the performance of services for Client Company.
- Client agrees not to directly or indirectly cause or permit any Assigned Employee to transfer to another entity's payroll, or to perform services while on the payroll of any person or firm other than CEI during the term of the Assigned Employee's assignment and for six (6) months after such assignment ends. A penalty of 17% of the Assigned Employee's annualized base wage, or \$1,200, whichever figure is higher shall be assessed should Client violate this paragraph whichever is greater.
- CEI shall waive its right or claim to any placement fee, conversion fee, or liquidated damages in the event the Client Company hires directly on to its own payroll or engages as an independent contractor any Assigned Employee at any time after such Assigned Employee has worked at the Client Company for at least 85 consecutive business days in any 12 month period, with no break in service of more than 10 business days, provided that the Client Company has paid to CEI all invoiced amounts for such Assigned Employee. A conversion fee to CEI shall be assessed against the Client Company should this paragraph be violated. The amount of this fee shall equal the difference between what the Client Company has paid CEI in mark-up fees for the Assigned Employee and what would have been paid in mark-up fees had such Assigned Employee continued to work under the existing contract for the full 85 days.
- To the extent permitted by law, the Client Company agrees to defend, indemnify, and hold harmless CEI, its officers, directors, employees or authorized agents against any and all claims, losses, and liabilities incurred (including reasonable attorney's fees) that are proximately caused by (a) the fault, negligence, gross negligence, or recklessness of the Client Company, its officers, directors employees or authorized agents, (b) the breach of this Agreement, (c) risks inherent in the Client Company's business or (d) that are expressly disclaimed by CEI in any vendor agreement or service contract that are in force during this assignment.
- The Client Company agrees to provide Assigned Employees with a safe worksite or to provide information, training, and safety equipment with respect to any hazardous substances or conditions to which they may be exposed at the worksite, whether or not required by law.
- Any controversy or dispute between the parties, whether arising out of or in connection with this Agreement or otherwise, shall be resolved in an arbitration under the Federal Arbitration Act and before the American Arbitration Association (AAA) in accordance with AAA's then obtaining Commercial Arbitration Rules at the AAA location closest to CEI' office. The administrative cost of the arbitration and the arbitrator's fee shall be shared equally by the parties.

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- Pay is deposited directly to your checking, savings or paycard account.*
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- Although you are an employee of CEI, you may be eligible to be hired by the company you are assigned to.
- All overtime must be authorized and approved by the company you are assigned to.
- You must notify CEI if your job responsibilities differ substantially from those outlined to you by CEI Staff.
- The times, hours and lengths of your assignments will vary.
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