



Fax: 1-877-828-9323 | [Carie@mollybrowntemps.com](mailto:Carie@mollybrowntemps.com)

<b>EMPLOYEE NAME</b>
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**EMPLOYEE VERIFICATION & AGREEMENT**

I certify I have worked the hours reported here. I also agree that effective on the first day of this work assignment, and for ninety days after it ends, I will not accept regular employment with this client, nor will I work for this client in any other capacity, without prior written approval from Molly Brown.

<b>EMPLOYEE SIGNATURE</b>	<b>DATE</b>
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Enter time nearest quarter (:00, :15, :30, :45) only

DAY	Date	Time In	Time Out	Less Lunch	TOTAL
Mon					
Tues					
Wed					
Thurs					
Fri					
Sat					
Sun					
<b>Total Hours Worked</b>					

Is this assignment complete?

Yes  No

<b>COMPANY NAME</b>
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**COMPANY VERIFICATION & AGREEMENT**

The hours reported here are correct. We also accept the Assignment Terms listed here, effective on the date the assignment began.

SUPERVISOR NAME	
SUPERVISOR SIGNATURE	DATE

**ASSIGNMENT TERMS**

Molly Brown Temps, INC. provides temporary services for its clients only under the following terms:

1. Employee status: Persons who provide temporary services are Molly Brown employees for purposes of recruitment, screening, placement and payroll. Molly Brown is fully responsible for payroll taxes, industrial insurance premiums and similar payments. Molly Brown requires its employees to provide excellent service to clients and to comply with all reasonable client direction.

2. Supervision and liability: The client is solely responsible for supervision of Molly Brown employees while on assignment. The client is also responsible for any loss or injury caused by or to an employee, except conditions covered by industrial insurance.

3. Billing: Molly Brown will bill the client weekly at an agreed rate based on work hours reported on this timecard. Hours worked in excess of forty each week will be billed at one and one-half times the regular rate. Failure to complete or sign this timecard does not relieve the client of its obligation to pay. Molly Brown may change the rate, following notice to the client. A client may change an employee's assignment, following notice to Molly Brown. Because Molly Brown's bills reflect payroll expenses it has already incurred, the bills are due upon receipt. Payments are past due 20 days from date of invoice.

Past due invoices are subject to a late charge of 2.5%. Should it become necessary to institute collection proceedings the client agrees to pay a carrying charge of 1.5% per month, collection costs to the extent allowed by law, and in the case of a lawsuit court costs and reasonable attorney fees.

4. Hiring and other status change: During a work assignment and for ninety days after it ends, a client may not hire a Molly Brown employee, use the employee as a consultant, retain the employee's services through another temporary agency or service, refer the employee to another employer, or otherwise assist in converting the employee to a different status, unless it pays a placement fee to Molly Brown. A fee schedule is available on request. This fee requirement applies to the client, and to any related entity.

5. Trial period and duration assignment: If the client is dissatisfied for any reason with an employee's services within the first eight hours of work, Molly Brown will not charge the client for those hours, provided the client notifies Molly Brown within that period. Thereafter, either Molly Brown or the client is free to end the assignment at any time, with or without notice or cause.

6. Complete Terms: These terms constitute the complete agreement between the client and Molly Brown concerning assignment of the employee named above. The terms cannot be altered, except in writing, signed by the president of Molly Brown.