

Client Information

Client named on the reverse side, or their representative, hereby agrees that Peak Performers, Inc. named on the reverse side (hereinafter called "Peak"):

- (1) Incurs substantial recruiting, screening, administrative and marketing expenses in connection with the temporary employee ("Employee") named on the reverse side. Client agrees that if Client hires Employee within 12 (twelve) months after this date, without agreement from Peak, Client will pay Peak's current placement fee. (See rate sheet.)
- (2) Client certifies that the Employee was supervised, that the time set forth as hours worked is correct and that the work was performed in a satisfactory manner.
- (3) Client confirms the prior agreement between Peak and Client with respect to the services performed hereunder and any future services.
- (4) Client has not and shall not in the future without prior written permission from Peak in each instance: (i) entrust Employee with keys, unattended premises, cash, negotiable instruments, or other valuables or authorize Employee to operate machinery or motor vehicles; (ii) assign Employee to perform work other than that described at the time Client placed the job request.
- (5) Peak's insurance does not cover loss or damage caused by Employee operating Client's owned or leased motor vehicle(s), and Client therefore accepts full responsibility for claims, including the defense thereof, involving bodily injury, property damage, fire, theft, collision, cargo damage or public liability damages sustained or incurred as a result of Employee driving such vehicle(s), or arising out of or involving violation by Client of paragraph 4(i) or 4(ii), above.
- (6) Peak is not responsible for claims made under its liability or bond insurance policies unless such claims are reported to Peak in writing by Client within 30 days after occurrence.
- (7) Peak is not responsible for claims for damage to property within Peak's or Employee's care, custody and control.
- (8) All invoices not paid within fifteen (15) days are subject to a \$15 late charge and forfeiture of Staff Bank™. All invoices over 30 days accrue finance charges of 1-1/2% per month. In the event of Client's non-payment of Peak's invoices, Client agrees to be responsible for all collection expenses, including attorney's fees and court costs.
- (9) Client accepts the obligation to discuss all matters concerning Employee, including without limitation, Employee's job assignments, wages and payroll procedures with Peak and not with Employee directly.
- (10) Client shall indemnify and hold Peak, its subsidiaries, affiliates and agents, including the Employer of Record, harmless from any and all claims and damages arising out of Client's violation of employment laws including, without limitation, OSHA, HIPPA, EEO, and immigration laws.

Employee Information

- (1) **Recording Your Time.** Report all time to the nearest 1/4 hour. Do not show odd minutes.
- (2) **Overtime.** All authorized work you perform in excess of 40 hours per week (Sun-Sat) will be at time and one half the regular rate. You are permitted to work overtime only if the client requests and approves such work. Approval must be obtained from Peak by the client before overtime can be authorized.
- (3) **Lunch.** Your lunch period will be determined by the supervisor to whom you are assigned. If you work a full day, the law requires you to take a minimum of one half (1/2) hour non-paid lunch.
- (4) **Absence...Call Peak At Once.** We will contact the client. If you will be out for a number of days, it will be up to the client to decide whether to replace you or to await your return.
- (5) **Please Call Our Client** if you are late or if you get lost. If you won't be able to report to work, call Peak.
- (6) **Future Assignments.** If you do not contact us after each assignment, we will assume you are not available for work.

Assigned Practice		WEEK ENDING SATURDAY			
		Month	Day	Year	
Address					
City					
Employee Name		<input type="checkbox"/> Available for Work? YES			
List Your Available Days:					
Important for Employee: By executing this form, the employee agrees to the terms and conditions on reverse side, certifies that this form is true and accurate, and that no injuries were suffered.					
Day	Date	HOURS TO NEAREST QUARTER HOUR			
		Started	Finished	Less Lunch	Reg Hours
Sun					
Mon					
Tue					
Wed					
Thu					
Fri					
Sat					
Minimum Four (4) Hours Per Employee Per Day					
Client: Below, please write total hours in words to nearest quarter hour.		HRS	MINS		
				Total Hours	
Please Print Name (Client)		Title			
Authorized Signature (Client)		Is this employee continuing this assignment?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Important for client: By execution of this form, client certifies that hours shown are correct, work was done satisfactorily, and that client agrees to the terms and conditions on the reverse side of this form. Please draw line through unused spaces.					

Client Digital Signature

PTM Digital Signature