

SOS Family of Companies

Adams & Associates • ADD Staffing • Credentia • Devon & Devon • Employment Trends • Skill Staff • SOS Staffing • Staffing Partners • TOPS Staffing
 With Specialties in: Accounting & Finance • Clerical/Administrative • Construction • Contact Center • Energy • Engineering & Technology • Hospitality • Manufacturing • Professional • Scientific • Skilled Trades • and More

ALL OVERTIME WILL BE CHARGED AT OVERTIME RATE
 CUSTOMER AGREES TO A FOUR (4) HOUR MINIMUM CHARGE

XXXXXX

OREGON OFFICE ASSOCIATES FAX TIMESLIP TO: 503.297.9912
 FORM DISTRIBUTION: PARTS 1 AND 2: SOS COPIES PART 3: CUSTOMER COPY

FAX/SCAN FEED THIS EDGE

COMPANY NAME
ADDRESS

ASSIGNMENT ADDRESS	
REPORT TO	TIME
DESCRIPTION OF WORK TO BE PERFORMED	
CUSTOMER COMPLETES THIS SECTION	

By signing this timeslip, the Customer by its authorized representative acknowledges or agrees as follows: 1) That the hours on the timeslip are correct and the work was performed satisfactorily; 2) It has read the provisions on the reverse side hereof and unconditionally agrees to such provisions, including, but not limited to, those provisions related to working conditions, machinery/vehicle operation, unattended premises and liquidated damages for hiring an SOS employee; 3) To pay all costs of collection, including attorney's fees and court costs, in the event of collection or legal action; 4) To comply with all local, state and federal equal opportunity and anti-discrimination laws, right-to-know laws, OSHA and other workplace or employee-related laws; and 5) To notify SOS and SOS's employees of exposure to hazardous situations (both actual and potential) and chemicals, to provide proper safety and health training (including required hazard communication training), and to provide safe working conditions and all required safety and other equipment.

Assignment Finished Replacement Needed Returning

APPROVED BY

CUSTOMER SIGNATURE _____

EMPLOYEE NAME	DEPT. #	
WEEK ENDING SUNDAY	CUSTOMER NUMBER	EMPLOYEE ID (not social security number)

	AM		PM		REGULAR HOURS	OVERTIME HOURS
	IN	OUT	IN	OUT		
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
SATURDAY						
SUNDAY						
MAIL CHECK <input type="checkbox"/> HOLD <input type="checkbox"/> (IF HELD, WHICH OFFICE) _____						

I HEREBY CERTIFY THAT I HAVE WORKED ALL HOURS SHOWN ON THIS TIMESLIP. I HAVE REPORTED ANY WORKPLACE INJURY REQUIRING MORE THAN FIRST AID TREATMENT AND COMPLIED WITH ALL OTHER WORKPLACE SAFETY PROCEDURES.

TOTAL HRS REGULAR TIME TOTAL HRS OVERTIME

EMPLOYEE SIGNATURE _____

SOS COPY

This timeslip constitutes an agreement between you, the Customer, and SOS Staffing Services, Inc. and its divisions (collectively "SOS"). The terms of this timeslip shall apply to all services provided to you by SOS either now or in the future, unless specifically modified in the form of a written agreement signed by you and SOS. By signing the timeslip you agree to each of the terms and conditions stated herein. SOS accepts this timeslip based on the understanding that the person signing it is your duly authorized representative.

You agree that SOS is lending its employees to you to work under your direction, supervision and control. You agree to supervise SOS's employees at all times and that you shall not entrust any SOS employee with unattended premises. You agree to provide specific work instructions to SOS's employees and that you are responsible for the work performed pursuant to your instructions or under your direction, supervision or control. Unless SOS first gives its authorization, you agree not to request or permit an SOS employee to perform duties other than the duties agreed upon when you placed the job order. You agree that SOS's employees may not handle cash, negotiables or other valuables without the prior written consent of SOS. You agree that SOS's employees may not operate any motor vehicle or motorized equipment, whether owned, non-owned or hired by you, without the prior written consent of SOS. You agree that no SOS employee may sign or approve drawings, computer programs or other finished work. You agree that you are responsible for the final product or completed operations of any work performed by SOS's employees on assignment with you.

You agree to defend, indemnify and hold SOS, its subsidiaries, affiliates, agents and employees, harmless from any and all claims or demands related to or arising from: (1) the completed operations, final product or any other work performed by SOS's employees while on assignment with you; (2) the operation of any motor vehicle or motorized equipment, whether owned, non-owned or hired by you, by SOS's employees while on assignment with you, except for injuries to SOS's employees that are covered by workers' compensation insurance; (3) injuries to your employees in the course of their employment; (4) any property damage or personal injury losses suffered by you or third parties related to the work performed by SOS's employees while on assignment with you; (5) the handling of cash, negotiables or other valuables by SOS's employees while on assignment with you; or (6) your willful misconduct or intentional acts or omissions and your violation of any federal, state or local law. You agree to notify SOS of all claims for losses that may involve SOS's employees within 10 days of the date of such loss.

You agree to provide a suitable and safe workplace for SOS's employees. You agree to provide all necessary safety training and personal protective equipment related to your operations. You agree to inform SOS's employees of any hazards related to your work site(s) and to inform them of any hazardous materials to which they may be exposed. You agree not to permit any of SOS's employees to work at heights over 12 feet or on unsecured ladders over 6 feet. You agree to comply with the federal Occupational Safety and Health Act, any comparable state or local laws and all other legal requirements to the extent those laws apply to SOS's employees on assignment with you.

Part of the consideration you pay for SOS's services shall be applied to workers' compensation insurance, which we will provide for each employee assigned to you. Except to the extent of your gross negligence or willful misconduct, SOS agrees to indemnify and hold you harmless against work-related injuries, including death, to our employees arising from or related to such employee's work assignment with you provided that such work was approved by SOS at the time that the order for the employee was placed. You agree to report any workplace injury or accident involving an SOS employee to SOS as soon as possible but no later than four (4) hours after such incident.

You agree to comply with all federal, state and local equal employment opportunity, anti-discrimination and labor laws and to provide SOS's employees a workplace free from any unlawful discrimination, including sexual harassment. You agree to cooperate with SOS in the investigation and resolution of any complaint of discrimination made by an SOS employee related to such employee's assignment with you. You agree to cooperate with SOS to comply with the Americans with Disabilities Act and Family and Medical Leave Act with respect to SOS's employees.

You acknowledge that SOS has made a considerable investment to recruit and retain our employees. You agree not to directly or indirectly hire, engage as an independent contractor, or permit or cause any of SOS's employees assigned to you to be placed on the payroll of any other entity without our written consent. You agree that if one of our employees becomes employed by you, whether directly or indirectly, is engaged by you as an independent contractor, or is permitted or caused to be placed on the payroll of any other entity, either during their assignment to you or within six months from the date that such employee completes his/her assignment to you, that you will pay SOS 20% of such employee's annual compensation as liquidated damages unless other arrangements have been made or SOS consented in writing to such employment. You agree that the 20% fee is a reasonable estimate of the damages SOS would suffer.

You agree that payment for SOS's services is due upon receipt of invoice. You agree that any fees remaining unpaid 30 days from the invoice date shall be subject to finance charges at the rate of 1.5% per month (18% per annum) until paid in full. You agree that all invoices are not disputable after 30 days. You agree that SOS will not audit any account after 180 days of the invoice date. You hereby authorize SOS to investigate your credit history, bank references, workers' compensation history and any other information deemed necessary to extend credit. You agree that if collection becomes necessary, by suit or otherwise, to pay SOS's collection costs, including its reasonable court and attorney's fees (whether in-house, contingent or otherwise).

You agree that jurisdiction and venue for any action brought in connection with this agreement shall lie in the state or federal courts of Salt Lake County, Utah. You consent to the personal jurisdiction of such courts and waive any jurisdictional defenses you might otherwise assert. This agreement shall be governed by, interpreted and construed in accordance with the laws of the state of Utah, without regard to conflicts of laws principles. If you have signed SOS's Customer Agreement and there are any conflicts between the provisions in the Customer Agreement and those in this timeslip agreement, the terms of the Customer Agreement shall control.