



EXPERIENCE. THE POWER OF OUR PEOPLE. 10689 N. KENDALL DR., SUITE 209, MIAMI, FL 33176



TEL (305) 595-3800 FAX 305-596-4544 EMAIL: [accounting@cxinc.com](mailto:accounting@cxinc.com)

Please complete timecard. Have your supervisor sign the timecard. Email, fax or mail your signed timecard (info above).

All timecards must be received by Monday 5pm following the week you worked.

(PLEASE USE BLACK OR BLUE INK ONLY)

Client Name	Week Ending / /
Client Address	City, State, Zip Code
Employee Name Last: First	Department Name/Number
Social Security Number XXX-XX-____	Assignment Over Yes <input type="checkbox"/> No <input type="checkbox"/>

DAY	DATE	HOURS TO THE NEAREST QUARTER HOUR			
		START TIME	END TIME	LESS LUNCH	TOTAL
SUN					
MON					
TUES					
WED					
THUR					
FRI					
SAT					

CLIENT: PLEASE WRITE THE TOTAL HOURS IN WORDS IN THE SPACE BELOW	<b>TOTAL HOURS FOR WEEK →</b>
	<b>TOTAL OVERTIME FOR WEEK →</b>

<p><b>Employee Certification:</b> I hereby certify that the hours shown were worked by me during the week designated and were approved by an authorized representative of the client. I understand that I am to contact CAREERXCHANGE Inc. office after completing this assignment to discuss another assignment and, if I do not do so, CAREERXCHANGE Inc., may assume that I am no longer available for work. I also certify that no accident or injury was sustained on the assignment unless so noted on this timesheet.</p> <p>_____ Employee Signature (I read &amp; understand the Employee Certification above)</p> <p>_____ Date (Make a copy for your records)</p>	<p><b>Client Company Representative Certification:</b> The client representative certifies that he/she has read the Client Agreement below, and understands and agrees to the conditions of this document.</p> <p>_____ Client Representative Signature</p> <p>_____ Print Name Title</p> <p>_____ Date (Make a copy for your records)</p>
--	--

CAREERXCHANGE is the employer and therefore reserves the sole right to establish all pay rates, wages, salaries, and all fringe benefits for any employee. CAREERXCHANGE assumes the responsibility for payment of all compensation, withholding of taxes, the payment of all required payroll taxes and workers compensation as required by state law.

Both Client and Employee agree to the following method in which an employee of CAREERXCHANGE may become an employee of the Client. A CAREERXCHANGE, Inc. employee may be hired after completing the required hours of service with the Client and all outstanding invoices are paid. There is an acquisition fee of 5% of the annual salary at the end of the temp to hire service period. A CAREERXCHANGE, Inc. employee may be transferred to the Client prior to the 600 hours if the Client pays a fee that is equal to 25% of the annual salary including bonus. *The Client shall notify CAREERXCHANGE, Inc. prior to offering the temporary employee a full-time position.* If employment with the Client is terminated at any time, the Client agrees not to hire, transfer, or acquiesce in the transfer of this or any other CAREERXCHANGE employee to its payroll, or to the payroll of any other company for 1 year (12 months) after the completion of the most recent assignment. The Client also agrees not to refer any CAREERXCHANGE employee to positions offered at any other company during this 1 year period. To do so without the written permission from CAREERXCHANGE will incur a fee equal to 25% of the employee's annual salary including bonus.

The person signing certifies on behalf of himself and the client that:

- they are authorized to sign on behalf of the Client; that the hours worked are true and correct and that the work was performed in a satisfactory manner.
- the Client has not and will not entrust CAREERXCHANGE's employees with unattended premises, cash, negotiable securities or authorize such employees to operate machinery or motor vehicles without prior written permission from CAREERXCHANGE in each instance, and will therefore indemnify and hold CAREERXCHANGE harmless from any such claim arising out of a breach of the foregoing inclusive of liability resulting from bodily injury, property damage, fire, theft, collision, cargo damage, or other public liability damage;
- CAREERXCHANGE is not responsible to client or others for claims made under its fidelity bond, unless such claims are reported to CAREERXCHANGE in writing by the Client within thirty (30) days after occurrence; and
- Client will indemnify CAREERXCHANGE from claims or liabilities pursuant to the Occupational Safety and Health Act governing premises owned or controlled by Client and to which CAREERXCHANGE's employees are assigned or perform service in or are present in.

Client agrees to comply with CAREERXCHANGE's credit terms. Delinquent accounts will be subject to late charges of 1½% monthly (annual rate 18%) on the unpaid balance. Client agrees to pay any reasonable attorneys fees and court costs required to collect an unpaid balance. Suit may be instituted by either party in Miami-Dade or Broward County, Florida

11/09/2017