



Press hard and print clearly

ASSOCIATE NOTICE: Please fill in this time card completely. Leave the appropriate copy with your supervisor who signs to verify hours. The Express copies of the time card must be received in our office by 8:00 a.m. Monday. Failure to turn in your time card by the deadline may delay your cheque by one week.

Name				Week Ending Date (Sunday)			
Social Insurance Number (Last 3 Digits)				Job Number			
Client Company Name				<input type="checkbox"/> Assignment Completed <input type="checkbox"/> Returning Next Week			

I CERTIFY THAT I HAVE WORKED THE HOURS LISTED ON THIS TIME CARD. WHILE ON THIS ASSIGNMENT, I HAVE NOT HAD ANY WORK-RELATED INJURIES OR ILLNESSES THAT I HAVE NOT REPORTED TO EXPRESS.

DAY/DATE	TIME IN	Lunch Out	Lunch in	TIME OUT	Regular Time	Overtime	Double Time
MON							
TUE							
WED							
THU							
FRI							
SAT							
SUN							

Signature : _____ Date : _____

Yes! As an Express Associate, I want to help the Children's Miracle Network.
 Please deduct:
 \$ _____ This paycheque
 \$ _____ Every paycheque
 \$ _____ Other



CLIENT NOTICE AND VERIFICATION: The undersigned, as agent for the client company, certifies that the Express temporary associate named herein worked acceptably during the period noted on this card. The undersigned also acknowledges and accepts the terms and conditions listed on the reverse side of this time card whereby this temporary associate has been supplied by Express Employment Professionals. Please read the terms and conditions and retain the client copy.

Authorized Signature _____

ENTER WEEKLY TOTALS (Round to nearest quarter hour)					Regular Time	Overtime	Double Time
--	--	--	--	--	--------------	----------	-------------

Title: _____ Date: _____

QUALITY OF WORK: EXCELLENT SATISFACTORY UNSATISFACTORY

CLIENT COPY

EXPRESS EMPLOYMENT PROFESSIONALS - TERMS AND CONDITIONS

The following terms and conditions form the basis for Express Services of Canada,, d/b/a/ Express Employment Professionals, supplying temporary associates to client companies. The signature of the client's agent on the face of this time card constitutes full acceptance of the following terms and conditions:

- We hire associates as Express employees, and provide all wages, taxes, and statutory withholdings. Medical benefits and vacation pay are also available to associates who qualify. We recruit and assign associates to you to perform the job duties you specify. You agree to notify us if those duties or the workplace of an associate changes.
- Express complies with all federal, provincial, and local employment laws and regulations. You agree to provide our associates with a safe, suitable workplace and equipment, and to comply with all applicable federal, provincial, and local employment laws including appropriate workplace-specific safety and health training that adequately addresses potential hazards at your worksite. You agree to indemnify and hold Express harmless from claims or damages resulting from your non-compliance with applicable laws and regulations. Express pays associates promptly, based on information approved by you. You agree to pay the charges based on the time card or other mutually acceptable recording method by the invoice due date.
- A monthly service charge of (18% per annum) may be assessed on charges remaining unpaid 30 days after the invoice date. We are entitled to reasonable collection fees, attorney fees, and other expenses incurred to collect all charges on your account(s). Bill rates are subject to change with appropriate notice.
- It is our goal that associates perform their jobs to your satisfaction; however, if you are not satisfied with an Express associate for any reason within the first 48 hours of the assignment, you will not be charged for the first four (4) hours of the associate's work and a replacement will be provided.
- We provide insurance policies to cover Express associates for Commercial General Liability, Employers Liability, Fidelity Bond, Errors and Omissions, and Hired/Non-Owned Automobile coverage in an amount not less than \$1,000,000 per occurrence. You agree to maintain liability insurance for any motor vehicle, forklift, or other motorized mobile equipment operated by an Express associate, and agree to waive all rights of recovery against Express as the employer of the Express associate.
- You agree not to request or allow our associates to offer professional opinions concerning any financial audits, certifications or financial statements, financial filings or provide management consulting or financial advice. Nor will our associates be permitted sign-off authority for architectural or engineering projects or construction or other cost estimates. All services performed by our associates shall be under your direction, supervision and control and you shall be responsible for ensuring that the services meet your requirements and agree that we are not responsible for the accuracy and correctness of the resulting work product.
- If our associates have access to unattended premises or the care, custody, or control of cash, cheques, credit card numbers, ATM bank cards, negotiables, confidential information, trade secrets, or other valuable property, then you agree to indemnify and hold us harmless from any resulting loss or damage.
- Express will provide associates for positions where operating a motor vehicle, forklift, or other motorized equipment is required, if notified in writing prior to an assignment. We must know in advance, so we can assign associates who are qualified to meet your specifications. During an assignment, if our associate operates a motor vehicle, forklift, or any other motorized equipment, you agree to indemnify and hold us harmless for bodily injury, property damage, collision, or public liability claims, regardless of fault.
- You supervise, direct, and control the work performed by Express associates, and assume responsibility for all operational results, including losses or damage to property or data in the care, custody, or control of an Express associate. You agree to indemnify and hold us harmless from any claims or damages that may be caused by your negligence or misconduct, and agree on behalf of your insurer(s) to waive all rights of recovery (subrogation) against us.
- We offer an evaluation hire program designed to provide you with associates on a trial basis prior to converting them to your payroll. To take advantage of our evaluation hire program, you agree to negotiate a pre-determined trial period (up to 180 days) or fee prior to an associate's assignment to you.
- Express allows you to hire associates already assigned to you within the first 180 days of the assignment if your invoices are current and you agree to pay an acceptable payroll transfer fee (up to 30% of an associate's expected annual earnings) to convert an Express associate to your payroll.
- You agree, for a period of 180 days from the first day on assignment (regardless of the length of the assignment), not to hire directly or use Express associates through another staffing firm without paying a liquidation fee of 30% of the Express associate's expected annual compensation, unless agreed to by us in writing.
- Express will, at your written request, conduct criminal history checks as permitted by law. The charges will be agreed upon prior to ordering the background check.