

CLIENT AGREEMENT

The individual signing this time sheet is an authorized representative of the client company and certifies that the hours worked as entered on the timesheet are true and correct and that the work was performed in a satisfactory manner.

Four hour minimum billing applies for each day worked.

There is no charge for work performed if client is not satisfied with an employee and Johnson Staffing, LLC is notified within the first four hours of employment.

Client shall not entrust Johnson Staffing, LLC employees with unattended premises, cash, negotiables, or other valuables, or authorize such employees to operate machinery (other than office equipment), or motor vehicles.

The client understands that Johnson Staffing, LLC incurs significant expenses for advertising, screening, testing and training of its temporary employees. Therefore, in consideration of this service, the client agrees that if a Johnson Staffing, LLC employee becomes a permanent employee of the client company before the employee has spent 180 days (1040 min. hours worked) on this assignment, the client will pay a conversion fee to Johnson Staffing, LLC. The fee is also due in the event client refers the employee to another organization which hires the employee.

Client also agrees not to hire employee on a temporary basis for a period of six months.

Client will be billed weekly for the hours shown on the time sheet. Payment is due upon receipt of invoice. In the event of client's failure to pay Johnson Staffing, LLC charges when due, whether for temporary staffing charges or conversion fees, client shall pay all collection and/or litigation costs plus reasonable attorney fees.

TEMPORARY EMPLOYEE INSTRUCTIONS

Report time to the nearest quarter hour.

Use a separate time sheet for each assignment and week worked.

Timesheet must be signed by you and the client's authorized supervisor before the timesheet can be processed.

All work in excess of 8 hours per day will be paid at one and a half the regular rate; over 12 hours is double time. You are permitted to work overtime ONLY if the client requests and approves such work. You, or the client, must call Johnson Staffing, LLC before overtime can be authorized.

Notify Johnson Staffing, LLC immediately if your job duties differ substantially from the initial job description.

If you are unable to work or will be late, call Johnson Staffing, LLC directly at (415) 986-3378. We will advise the client.