


Employee Name	 <small>YOUR TOTAL STAFFING SOLUTION</small>	Last Four Digits Soc. Sec. No.	Week Ending Date (Saturday)	Client Company
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RECORD JOB SITE INFORMATION BELOW	DATE	SUN	MON	TUE	WED	THU	FRI	SAT	Weekly Total Hours	
JOB SITE	DEPT./COST CENTER	Time In								
		Time Out								
		Less Lunch							REG	OT
		Daily Hours								
JOB SITE	DEPT./COST CENTER	Time In								
		Time Out								
		Less Lunch							REG	OT
		Daily Hours								
JOB SITE	DEPT./COST CENTER	Time In								
		Time Out								
		Less Lunch							REG	OT
		Daily Hours								
ENTER TOTAL HOURS (Round to nearest quarter hour) 										

Associate Notice: Please fill in this timecard completely and obtain client Authorized Signature. This timecard must be delivered to your Personnel Plus office by 8:00 am Monday. If you turn your timecard in late, your check will be delayed at least one week. If you fail to obtain a proper client authorization signature, Personnel Plus may not pay you until proper approval is obtained.

Associate Certification: I CERTIFY THAT I HAVE WORKED THE HOURS LISTED ON THIS TIMECARD AND WHILE ON THIS ASSIGNMENT HAVE NOT HAD ANY WORK-RELATED INJURY OR ILLNESS NOT REPORTED TO PERSONNEL PLUS.

Associate Signature  _____ Date _____

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

Client Authorized Signature  _____ Date _____

Special Instructions _____

PERSONNEL PLUS - TERMS AND CONDITIONS

The following terms and conditions form the basis for Personnel Plus supplying associates to client companies. The signature of the client's agent on the face of this time sheet constitutes full acceptance of the following terms and conditions:

1. It is agreed neither Personnel Plus nor associates will be responsible for physical loss or damage to, or loss of use of, machinery, equipment, materials, or other property while in the care, custody, or control of a Personnel Plus associate.
2. It is agreed that the client shall accept full responsibility for bodily injury, property damage, fire, theft, collision, or public liability claims arising out of the operation of a motor vehicle or other motorized equipment for the client by the associate.
3. It is agreed that the client shall notify Personnel Plus of any changes in the duties of a Personnel Plus associate from those originally described to Personnel Plus.
4. It is agreed that the client will indemnify Personnel Plus and associates for injuries incurred by client's employees, agents, and/or third parties in the course of their employment, losses resulting from work performed by Personnel Plus associates in a reasonable, prudent manner and/or as instructed by client; and losses resulting from willful misconduct, intentional or negligent acts by the client. (Except for bodily injury to the Personnel Plus associate covered by Workers' Compensation.)
5. It is agreed that the client will not entrust an associate with unattended premises or any part thereof, or with the care, custody, or control of cash, negotiables, or other valuables without the prior written permission of Personnel Plus, and then only when the Personnel Plus associate's specific duties necessitate such activities.
6. It is agreed by client that positions requiring fidelity bonding will be requested at the time order is placed. It is agreed that any claims made under Personnel Plus fidelity bond must be made in writing by the client within ten(10) days of the occurrence.
7. It is agreed that the client will furnish a suitable place for Personnel Plus associates to work, which shall comply with all laws and ordinances related to occupational health and safety.
8. It is agreed that it is the client's responsibility to comply with the stated company safety requirements and comply with all local, state and federal safety and OSHA regulations.
9. Because Personnel Plus has a substantial investment in maintaining its staff of associates and in consideration of the services rendered by Personnel Plus, it is agreed that, for a period of 180 days after the last day for which hours are reported, client agrees not to utilize or hire directly, or utilize or hire through another staffing firm any Personnel Plus associate, unless otherwise agreed to by Personnel Plus.
Should the client hire a Personnel Plus associate directly, it is agreed that Personnel Plus will be notified of this intent and that the associate will remain on Personnel Plus payroll for a period of 720 working hours from the date of notification. Should the client hire or utilize a Personnel Plus associate either directly, or through another staffing firm within 180 days, it is agreed that the client will pay a payroll transfer fee based on salary; the assessment will be determined by 1% per \$1,000.00 of the annual salary not to be less than \$1,500.00, unless otherwise agreed by Personnel Plus.
10. It is agreed that charges for Personnel Plus associates are payable on the due date stated on the invoice. The client agrees to promptly pay the charges evidenced by this timecard or any other mutually acceptable recording method.
11. It is agreed that Personnel Plus reserves the right to assess service charges per month (18% per annum) on any charges remaining unpaid 30 days after the invoice date, unless otherwise specified by state law.
12. It is agreed that Personnel Plus is entitled to reasonable collection fees, attorney fees, and any other expenses incurred in the collection of all charges on this client's account(s).