



First Assist, Inc.  
 1815 South Meyers Road, Suite 420  
 Oakbrook Terrace, IL 60181  
 Phone: 630-691-8888  
 Fax: 630-691-2646

Client Name:
Department/Branch:
Employee Name:
Employee Signature:

**Employee Information**

Record the date of each day worked and the week ending (Sat) date as mo/day/yr. Report all time to the nearest quarter-hour in the appropriate columns. Print client name, department or branch worked in and your name clearly. The time card must be signed by you and the client's authorized representative. Incomplete, illegible or inaccurate time cards will delay payment by at least one week, and until a complete time card is submitted.

	Date	Time Started	Time Finished	Lunch	Daily Total	Client Signature
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						

<i>Week Ending on: (Saturday's Date)</i>	<i>Month</i>	<i>Day</i>	<i>Year</i>	<i>Total Hours Worked:</i>	<i>White-Employee Yellow-Client</i>
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**Employee Agreement**

By signing this time card, you agree that:  
 1. The hours worked are recorded correctly.  
 2. You are responsible for notifying First Assist immediately if you are offered employment by the client at any time during the assignment or within six months after completion of the assignment.

**Client Agreement**

By signing this time card, client agrees to the following terms and conditions:  
 1. The undersigned is duly authorized to sign this time card.  
 2. The hours worked are recorded correctly, and the work was performed to your satisfaction.

3. Client acknowledges that First Assist incurs substantial recruitment, screening, administrative and other expenses in providing this employee and agrees not to hire, or retain on a contract basis or otherwise utilize this employee other than through First Assist, during the assignment period and for a period of six (6) months after completion of the assignment.

4. Permanent placement of this employee can be arranged provided client requests First Assist's prior consent immediately in writing and agrees either to (i) pay a permanent placement fee, or (ii) utilize the employee on a full-time, hourly basis at standard hourly rates for twelve (12) weeks from the date of notification and pay a release fee.