WEEKLY TIME SHEET

SERVICING THE LOWER MAINLAND SINCE 1991

Suite 502 – 5945 Kathleen Avenue, Burnaby, BC V5H 4J7
Tel: 604.439.0802 Fax: 604.439.0850
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Fieldstaff Name: _____

Company Name: _____

Person Reported to: _____

Week Ending: Day _____ Month _____ Year _____

☐ Assignment Finished ☐ Assignment Continuing

DATE Day / Month / Year	START TIME	MAIN MEAL BREAK	FINISH TIME		DAILY TIME Hrs and Mins (less breaks)
SUN					
MON					
TUES					
WED					
THURS					
FRI					
SAT					

Client Authorization: _____ / _____
Printed Name Signed Name

Fieldstaff Signature: _____

Date: _____

Time sheet authorization certifies the Fieldstaff has completed the hours of work as stated; further agrees to pay invoiced amount generated by this time sheet and to the terms stated.

TOTAL TIME:

_____ / _____
Hrs / Mins

TERMS AND CONDITIONS OF SERVICE "CLIENT"

Great People Personnel Ltd. hereafter referred to as "GPP" agrees to supply temporary staff to their Clients upon the following terms and conditions:

1. Acceptance by the Client of temporary office staff hereinafter referred to as "Fieldstaff"; shall be deemed to be unconditional acceptance by the client of these terms and conditions.
2. Payment of all invoices is due to GPP forthwith upon receipt by the Client.
   a) GPP will invoice the Client each week for services of the Fieldstaff commencing Sunday provided up to and including Saturday in each week.
   b) Payment of all monies due from the Client to GPP shall be made directly to GPP and in no circumstances shall such payment be made to the Fieldstaff as they have no authority to receive monies due to GPP.
   c) On the last day in each week upon which services are provided, the Client will sign a timesheet to be submitted by each Fieldstaff, recording and as conclusive evidence of the hours worked.
   d) GPP will supply Fieldstaff for a minimum period of four hours per day and if required for shorter periods. The Client will be charged for the minimum period.
   e) If any Fieldstaff proves to be unsatisfactory for any reason and the Client notifies GPP within four hours of his/her commencement of work, no charge will be made in respect of that Fieldstaff and GPP will provide a replacement as soon as possible provided that:
      - The Fieldstaff must be instructed to cease work immediately after GPP has been notified.
      - Failure to notify GPP as above shall be deemed to constitute acceptance of the suitability of the Fieldstaff supplied and the liability to make payment for his/her services.
   f) Failure by the Client to give written notice to the Company of any dispute or claim within 30 days after occurrence shall constitute a waiver by the Client of all disputes and claims.
3. An additional charge consistent with and pursuant to applicable labor regulations shall be made when overtime provisions are in effect.
4. All rates are subject to change without prior notification.
5. The Company reserves the right to substitute a Fieldstaff of comparable qualifications without notice.
6. The Client shall have absolute control, subject only to these terms and conditions, over Fieldstaff supplied by GPP from the time of their arrival at the Client's place of business or such other location as the Client shall direct; until they cease working for the Client and shall have exclusive control over the manner, time and place in which work shall be carried out and during such time the Client shall be vicariously liable for all acts and omissions of Fieldstaff to the same extent as if the Client were their permanent employer.
   a) The Company accepts no liability for any loss, damages, or expenses arising directly or indirectly as a consequence of any act or omission of any Fieldstaff during such time as he/she is under the control or direction of the Client.
   b) Fieldstaff shall not be entrusted with the handling of money, securities, valuables, negotiable documents or confidential information except at the sole risk of the Client and GPP accepts no liability for such items.
   c) The Client shall effect insurance cover in respect of every matter for which it is responsible hereunder and without limiting the generality of this or any other term and condition herein shall insure all motor vehicles and machinery of any description to be used by or in connection with Fieldstaff with public liability, personal injury, property damage, collision, fire and theft coverage and shall ensure that Fieldstaff supplied by GPP shall have full benefit and protection of such insurance.
7. Clients engaging our Fieldstaff whether permanently or for a limited period, and whether the offer is made during or at any time within six months after the termination of the temporary assignment, shall agree to reimburse GPP a discharge fee being the normal fee charged by GPP for such a placement.