

Time cards are due in branch by 9:00am Monday.



**CornerStone
Staffing**

Helping build a better workforce.

	Date	Time In	Time Out	Lunch Length	Daily Total Hours		
Monday							
Tuesday							
Wednesday						Week Ending (Sunday): _____	
Thursday						Name: _____	
Friday						SS #: _____	
Saturday						Returning next week (yes/no): _____	
Sunday						CornerStone Branch	
						Client Name	
					Weekly Total	Department	

Associate Signature: _____

My signature serves as verification of the above hours and I understand falsification of hours is grounds for termination.

Client Signature: _____

My signature serves as approval for the above associate's time. The services were acceptable and billable. I also agree not to hire this associate without prior written approval from CornerStone Staffing. Furthermore, I agree to the written terms on the reverse of this timecard.

Customer Agreement

CornerStone has expended substantial time and expense for the recruitment, screening, testing and training of its employees. Therefore, during any temporary assignment or within six months after the assignment ends, if Client, or its affiliates hires a CornerStone employee (either as an employee or independent contractor), Client shall pay CornerStone a placement fee equal to 1% per thousand dollars of the employee's estimated annual salary, with a maximum fee of 30% of the annual salary and a minimum fee of \$3000. Client shall not in any way assist or influence any CornerStone employee to work for a CornerStone competitor. Furthermore, if client wishes to hire a CornerStone employee, they may do so after 540 working hours from notice of client's intent to hire CornerStone's employee.

Invoices are due and payable upon receipt. Invoices not paid within 30 days of invoice date shall include a late charge equal to 7% of the original invoice amount and shall accrue interest at the rate of 18% annum from the invoice date until paid. Client shall reimburse CornerStone for all collection and/or legal fees it may incur to enforce any provision of this agreement.