



918-749-6999 Fax: 918-744-5541  
 3617 South Harvard  
 Tulsa, OK 74135

CUSTOMER WORKED FOR								
ADDRESS								
CITY			STATE			ZIP		
DEPARTMENT/PERSON WORKED FOR								
EMPLOYEE NAME					NOTIFY IF YOUR ADDRESS HAS CHANGED		ASSIGNMENT COMPLETED?	
EMPLOYEE SOCIAL SECURITY NUMBER				WEEK ENDING DATE (SUNDAY)				
DAY	DATE	START	STOP	LESS MEAL TIME	REG. HRS.	OVERTIME HOURS	SUPERVISOR INITIALS	
MONDAY								
TUESDAY								
WEDNESDAY								
THURSDAY								
FRIDAY								
SATURDAY								
SUNDAY								
HOURS WORKED THIS WEEK		REG. HRS.		OVERTIME HRS.	TOTAL HRS.			
IT IS HERBY AGREED THAT HOURS STATED ARE CORRECT AND THAT WORK WAS PERFORMED SATISFACTORILY. IT IS UNDERSTOOD THAT OVERTIME AT TIME AND ONE-HALF WILL BE BILLED OVER 40 HOURS PER WEEK IF INITIALED BY CUSTOMER'S SUPERVISOR NEXT TO OVERTIME HOURS								

**TERMS**

Client accepts full responsibility for bodily injury, property damage, fire, theft, collision, or public liability claims arising out of the use or operation of a motor vehicle by an A.S. employee or contractor engaged by, or under the direction of, Client, even where the vehicle is owned or rented by the A.S. employee or contractor.

Client agrees to defend, indemnify, fully reimburse and hold A.S. harmless from any and all fines, legal and/or attorney fees, assessments and penalties incurred by A.S. as a result of any alleged violations of any federal, state, county or local law or regulation or ordinance by Client or with respect to premises owned or controlled by Client.

Timecards: A.S. employees/contractors will present a time card to Client for verification at the end of each week. Client agrees to pay for all hours worked including time and a half for all overtime hours worked each week. Client's signature on employee's/contractor's time card (via original or facsimile signature), or Client's authorization via email, certifies that the hours reported are correct; that the work was performed satisfactorily; and that Client has agreed to A.S.'s guarantee, conversion options, and all other terms and conditions on the time card. All further services to be provided and future orders are also expressly subject to the Client's acceptance of these Terms and Conditions. Unless otherwise stated, A.S. employees/contractors are compensated on a weekly basis. Therefore, Client will be billed weekly and agrees to pay all invoices to A.S. in full upon receipt. In the event that Client fails to pay the charges billed, a monthly late charge at the rate of 1.5% per month of the unpaid account balance will be incurred plus any and all collection and litigation charges incurred by A.S. including reasonable attorney's fees.

Non-solicitation: Client agrees not to solicit or hire any of A.S.'s current employees/contractors without the express consent of A.S. If A.S. provides its consent, the employee/contractor will remain on A.S.'s payroll for an additional 520 hours or upon payment of a "placement" fee by Client. The "placement" fee shall equal 20% of the employee's/contractor's annual salary/compensation based on a 40 hour work week with Client.

Temporary Guarantee: If you are not satisfied with the performance of an employee/contractor, please call or email A.S. prior to the end of the first day of the assignment and the charges for any unsatisfactory performance will be adjusted. This guarantee constitutes the exclusive remedy provided by A.S. and is in lieu of any other warranties, expressed or implied.

Client Commitment: It is understood Client will not entrust A.S. employees/contractors with unattended premises or any part thereof, handling of cash, negotiable items, or other valuables without written permission from A.S. and then only when an employee's specific duties necessitate such activities. It is understood under no circumstances will A.S. be responsible for claims made under A.S. fidelity bond unless claims are reported in writing to A.S. within 15 working days after occurrence. Client is responsible for the supervision, direction and control of the work performed by A.S. employees/contractors. Client is responsible for providing A.S. employees/contractors with a safe workplace, in compliance with all health and safety requirements, and free of unlawful harassment or discrimination. Client is responsible for providing site and job specific safety training for each position, including providing personal protective equipment and instruction on its use. Client agrees to promptly communicate to A.S. any (1) alleged violation of a health or safety requirement/regulation; (2) accidents and or injuries; and (3) claims of harassment or discrimination involving A.S. employees or contractors. Client agrees to allow A.S. representatives access to Client's premises to investigate accident, injuries, or other safety concerns. Client agrees to notify Abundant Solutions ("A.S.") of any change in the duties of an A.S. employee or contractor from those originally described to A.S.

As an equal opportunity employer, A.S. has an ongoing commitment to hire, develop and recruit the best and the most qualified individual possible for the respective position. A.S. employs individuals without regard to sex, race, national origin, religion and other basis required by law.

A.S. has the sole right to establish the wages and fringe benefits of any of it's employees and contractors and assumes the responsibility for the payment of such compensation, the withholding and payment of all required payroll taxes and the maintenance of workers' compensation insurance as required by state law. A.S. may adjust the client rate due to unexpected increase in employment cost.