



Weekly Timecard

Client Name _____ Week Ending Date (MM/DD/YY) _____

Jobsite Name _____ Jobsite Address _____

Employee Name	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total

The client/supervisor certifies that the above hours are correct and agrees to the terms and conditions below.

Supervisor Signature: _____ Date (MM/DD/YY) _____

TIMECARDS ARE DUE SATURDAY BY 12:00PM
Email: timesheets@x3staffing.com **Fax:** 866-211-5145 **Text:** 801-205-4272

Client will be billed weekly for the total hours worked. If applicable, overtime will be billed at 1.50 times the normal billing rate. The client agrees that it is their responsibility to notify X3 Staffing Inc. of any prevailing wage duties that the employee is asked to perform. Safety is the number one priority for everyone at X3 Staffing Inc. It is the client's responsibility to supervise the employee at all times and to only assign them to duties that are consistent with their skills and abilities.

X3 Staffing Inc. is a staffing firm/supplier of manpower. Because X3 Staffing Inc. invoices reflect payroll we have already paid, our invoices are due upon receipt. Client agrees to pay X3 Staffing, Inc. under 30 days regardless of any other agreements client has entered into such as "Paid 'when' paid" and "Paid 'if' Paid" clauses. In the event that you fail to pay the invoice when due, you agree to pay all of our costs of collection, including reasonable attorneys' fees, whether or not legal action is initiated. Additionally, we may charge interest on any overdue amounts at a rate of the lesser of 1.5% per month from the date the amount first became due.

Assigned Employees represent our inventory and in the event you wish to convert them to be your employee or refer them to another employer, you agree to pay a conversion fee. The conversion fee is payable if you hire our assigned employee, regardless of the employment classification, on either a full-time, temporary (including temporary assignments through another agency) or consulting basis within six months after the last day of the assignment. The conversion fee will be equal to 250 times the final billing rate reduced based on hours worked.

We are not a general contractor and we do not have a contractor's license. Client acknowledges that our warranty is limited to fees billed for the first day only. Client agrees not to allow assigned employee to operate motor vehicles unless the client first provides an insurance policy listing X3 Staffing Inc. as additionally insured.

