

GLENDDORA EMPLOYMENT AGENCY, INC.

P: (626) 335-4081 F: (626) 914-4711 E: employee@geainc.com

WEEKLY TIME CARD

FROM _____ TO _____
(Date) (Date)

Employee Name _____ SSN XXX-XX-_____

REPORT ALL ABSENCES IMMEDIATELY TO CLIENT AND AGENCY

DAY	A.M.		P.M.		TOTAL HOURS	
	IN	OUT (LUNCH)	IN (LUNCH)	OUT END OF DAY	REGULAR	O.T.
MON						
TUE						
WED						
THU						
FRI						
SAT						
SUN						
<p align="center">_____ EMPLOYEE SIGNATURE</p>					TOTAL REGULAR	TOTAL OVERTIME

CLIENT VERIFICATION
 Invoiced weekly per time card. Payment due net 10 days. Overdue accounts subject to monthly service charge of 1 ½% or maximum amount permitted by law.
 GEA shall not be liable for loss, damage, or negligence arising from or due to this temporary employee.
 I hereby acknowledge and agree to the terms stated on Client Agreement.
 By _____
 Title _____
 Co. Name _____

203 South Glendora Avenue, Suite C • Glendora, CA 91741 • www.geainc.com

Client Timecard Agreement

It is understood that the individual signing this time card is an authorized representative of the client named therein. Said individual certifies that the hours indicated on time card reflect actual hours worked by the Glendora Employment Agency, Inc. ("GEA") employee, and that the work was performed in a satisfactory manner.

The client understands that GEA renders a service made possible by a substantial investment in advertising, sourcing, testing and training a temporary employee. Therefore, in consideration of this service, the client agrees to uphold GEA Client Agreement terms.

The client agrees that in the event it becomes necessary to enforce or interpret this Agreement or any part thereof, the prevailing party shall be entitled to attorney's fees and costs in addition to whatever relief may be obtained through settlement or judgment.