

# WEEKLY TIME CARD

## GLENDORA EMPLOYMENT AGENCY, INC.

Phone: (626) 335-4081 Fax: (626) 914-4711 Email: employee@geainc.com

FROM: \_\_\_\_\_ TO: \_\_\_\_\_  
(month/date/year) (month/date/year)

Employee Name: \_\_\_\_\_

**ALL TIME CARDS MUST BE SUBMITTED EVERY MONDAY BY 10:00AM**  
REPORT ALL ABSENCES IMMEDIATELY TO IMMEDIATE SUPERVISOR AND GEA

DAY	A.M.		P.M.	
	IN	OUT (LUNCH)	IN (LUNCH)	OUT END OF DAY
MON				
TUE				
WED				
THU				
FRI				
SAT				
SUN				

\_\_\_\_\_  
EMPLOYEE SIGNATURE

### CLIENT VERIFICATION

By signing this time card, I am agreeing to the hours worked by said temporary employee as documented.

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.

Signature: \_\_\_\_\_

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.