



Employee Name:	_____
Name of Firm:	_____
For Week Ending:	_____
Employee Signature:	_____

(The term "About Staffing" herein shall be in reference to About Staffing Ltd., and/or About Staffing Licensees and/or Affiliates)

**IMPORTANT CANDIDATE INFORMATION:**

**YOUR TIMESHEET MUST BE SUBMITTED BY MIDNIGHT ON SUNDAY.**

**DO WE HAVE YOUR DIRECT DEPOSIT AUTHORIZATION FORM?**

Please make a copy of your authorized timesheet for yourself and leave a copy with the client.

Day	Date (MM/DD/YY)	Start Time	End Time	Minus Lunch Taken	Regular Hours (up to 8 hours)	Additional Overtime Hours:		
						O/T Hours	Client Initials	
Monday				( )				
Tuesday				( )				
Wednesday				( )				
Thursday				( )				
Friday				( )				
Saturday				( )				
Sunday				( )				
Mark X if assignment is ending <input type="radio"/>					<b>Total Number of Hours:</b>	Total:	Total:	

**Terms & Conditions:**

In accordance with About Staffing's current rate sheet, there will be a minimum charge of 4 hours per day per employee, including training time, unless otherwise arranged.

A placement fee of 19% of the annual salary, plus collection costs will be charged (unless otherwise agreed to by the CEO of About Staffing Ltd.) if your company and/or its affiliates, and/or customers, and/or suppliers, makes an offer of employment and/or employs/contracts the assigned candidate within one year following the end of this assignment. However, should the candidate be hired without knowledge of or consent from About Staffing, the client agrees to pay 35% of the annual salary.

Neither About Staffing or its candidates shall be responsible for, or held liable for, any loss or damage, whether physical, economic or consequential, to any property owned, leased or in the custody of the client. This includes office equipment or the operation of mobile equipment, and automotive vehicles. The assigned candidate may not render a professional opinion of any financial statements or any tax return while on assignment with an About Staffing client, nor can he or she be given signing authority over any financial and/or cash transactions for the client. The assigned candidate shall not be responsible for the handling of cash or deposits unless written authorization is given by the CEO of About Staffing Ltd.

**\*According to Alberta Labour Standards, anything over 8 hours in a day or 44 hours in a work week is considered overtime and will be billed accordingly.**

**Your signature below approves and acknowledges your understanding and acceptance of these terms and conditions and authorizes About Staffing Ltd. to invoice for the hours listed above according to our "Order Confirmation Agreement".**

\_\_\_\_\_  
Printed Name of Supervisor (client)

\_\_\_\_\_  
Approval Signature of Supervisor (client)

\_\_\_\_\_  
Date

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