

Being a duly authorized agent of the above Customer, the undersigned hereby (1) certifies that the above hours are correct and that the work was performed in a satisfactory manner, (2) confirms prior agreement between Mega Force and Customer, with respect to the services performed hereunder and any future services, that (a) Customer shall not entrust Mega Force associate with unattended premises, cash, negotiables or other valuables or authorize such associate to operate machinery or motor vehicles without prior written permission from Mega Force in each instance, (b) Mega Force's insurance does not cover loss or damage caused by Mega Force associate operating Customer's owned or leased motor vehicle(s), and Customer therefore accepts full responsibility for claims, including the defense thereof, involving bodily injury, property damage, fire, theft, collision, cargo damage or public liability damage sustained or incurred as a result of a Mega Force associate driving such vehicle(s), or arising out of or involving violation by Customer of paragraph (2) (a) above, (c) Mega Force is not responsible for claims made under its Fidelity Bond unless such claims are reported to it by Customer within 30 days after occurrence, (d) Customer shall defend, indemnify and save Mega Force harmless from any and all fines, penalties, and assessments, including attorneys' fees, incurred by Mega Force as a result of any alleged violations of any Federal, State or local law, regulation or ordinance relating to health and safety with respect to the premises owned or controlled by Customer and to which Mega Force associates are assigned. Customer agrees to provide to Mega Force associate assigned to it safety and health training specific to the work to be performed. The Customer recognizes Mega Force's employer-associate relationship with its personnel and accepts the obligation to discuss all matters concerning their employment, job assignments, pay procedures, etc. with Mega Force.





EOE

**ALL TIME CARDS DUE MONDAYS BY 9:00 A.M. FAILURE TO COMPLY WILL RESULT IN A PAY CHECK DELAY OF ONE WEEK. NO EXCEPTIONS.**

YOUR NAME (Please Print)										I HEREBY CERTIFY THAT THE HOURS SHOWN HEREON WERE WORKED BY ME DURING THE WEEK ENDING DESIGNATED, AND THAT NO WORKPLACE INJURIES WERE SUSTAINED BY ME DURING THE PAY PERIOD.			
YOUR SOCIAL SECURITY NO.					WEEK ENDING DATE (Saturday)								

**CLERICAL**

ASSOCIATE SIGNATURE

	SUN.		MON.		TUES.		WED.		THUR.		FRI.		SAT.	
	HRS	MIN	HRS	MIN	HRS	MIN	HRS	MIN	HRS	MIN	HRS	MIN	HRS	MIN
TIME IN														
LUNCH OUT														
LUNCH IN														
TIME OUT														
TOTAL STR. TIME														
TOTAL OVERTIME														

**TOTAL HOURS WORKED**  
 (ROUND OFF TO NEAREST 1/4 HOUR)

STRAIGHT TIME		O.T. AFTER 40 HRS.	
HRS	MIN	HRS	MIN

Make any necessary corrections. Approval includes verification of hours worked and acceptance of terms and conditions on reverse.

CUSTOMER APPROVAL

TITLE

COMPANY NAME

DIVISION OR DEPARTMENT

**PLEASE DO NOT FOLD OR ENCLOSE IN ENVELOPE.**  
**ORIGINAL COPY TO CUSTOMER**  
**YELLOW COPY TO ASSOCIATE**  
**HARD COPY TO MEGA FORCE**

We understand that **MEGA FORCE** is made possible only by a substantial investment in advertising, testing and training a large staff of personnel. Therefore, in consideration for this service being made available to us, we agree that in the event the above associate of **MEGA FORCE** is Employed by us prior to completing the 400-hour requirement, we will pay a release fee.

A **Finance charge** of 1 1/2% monthly or 18% annually will be charged on all accounts past 30 days. Customer is subject to pay all attorney & collection fees on delinquent accounts.

**ANYONE FOUND ALTERING OR FALSIFYING THIS DOCUMENT WILL BE SUBJECT TO IMMEDIATE TERMINATION AND PROSECUTION TO THE EXTENT OF THE LAW.**

ASSIGNMENT ENDED

 YES NO

1. Pay period ends each Saturday (week ending date).
2. Time cards must be signed by your supervisor on your assignment.
3. Time cards must be dated and legible.
4. Failure to comply with any of the above will delay your paycheck.