



ASERETH MEDICAL SERVICES, Inc.

257 S FAIR OAKS AVENUE SUITE 200
Pasadena, California 91105-2050

Voice: (626) 449-0099 • Fax: (626) 449-7666

TIME SHEET

PRINT ALL ENTRIES

Week Ending Date	Timesheet # (Internal Use Only)	Client's Name
Employee's Name	Report To	Phone Number
	Address	
Employee's Signature	City	State Zip Code

Enter time worked for one week only. Start with Sunday and end on Saturday Midnight. Enter Exact time in and out .

Day of Week	POSITION WORKED (If not the usual position)	DATE			TIME		LUNCH HOURS	REGULAR TIME HOURS	OVERTIME (TIME & ONE HALF) HOURS	OVERTIME (DOUBLE TIME) HOURS
		MONTH	DAY	YEAR	IN	OUT				
SUNDAY										
MONDAY										
TUESDAY										
WEDNESDAY										
THURSDAY										
FRIDAY										
SATURDAY										

YOU MUST DEDUCT LUNCH HOURS, IF TAKEN.

TOTAL TIME →

IMPORTANT, FAX TO ASERETH AT (626)449-7666 AT THE END OF EACH SHIFT OR BY NOON EACH MONDAY TO INSURE PROMPT PAYMENT

IMPORTANT, IF MAILED, MAIL IMMEDIATELY TO INSURE PROMPT PAYMENT - MAIL TO ADDRESS SPECIFIED AT TOP LEFT

CLIENT APPROVAL THE HOURS AS SHOWN ABOVE ARE CORRECT. BY SIGNING THIS CLIENT APPROVAL, WE AGREE TO BE BOUND BY THE TERMS AND CONDITIONS OF ASSIGNMENT AS STATED BELOW.

COMPANY: _____ DATE: _____

BY: _____ SIGNATURE _____

PRINT NAME _____ TITLE _____

As part of The Joint Commission requirements, kindly answer the following: (Check one)

Would you staff this individual at your facility again? Yes ___ No ___

- Client shall provide each **Asereth** employee assigned to work for them with proper work orientation and job performance evaluation.
- If Client fails to pay **Asereth**, when due, any and all charges it owes **Asereth** (whether such charges are for temporary services rendered or for conversion fees as defined herein) and litigation results as a result of Client's nonpayment, Client shall pay **Asereth**, in addition to such charges due **Asereth**, all litigation costs plus reasonable attorney fees and service charges incurred by **Asereth**.
- Client acknowledges and agrees that **Asereth** will not authorize its employees to: work on an assignment that requires regular travel on the job; operate machinery (other than general office equipment as it is required to perform employee's agreed-upon duties); nor operate any automotive equipment. Client acknowledges and understands that the insurance carried by **Asereth** does not cover physical loss, damages, or liability which may arise from or be caused by an **Asereth** employee's operating Client's machinery or automotive equipment. Client agrees to indemnify **Asereth** and hold it harmless from and against any loss or liability resulting from bodily injury, property damage, fire, theft, collision or public liability damage which may be caused by an accident while an **Asereth** employee is driving or operating machinery at Client's request or for Client's benefit.
- An **Asereth** employee may not handle cash, negotiable instruments or other valuables without both Client's prior written authorization received by **Asereth** and **Asereth's** prior written consent delivered to Client.. Client acknowledges and agrees that an **Asereth** employee may not, under any circumstance, transport or convey monies, checks, securities or any negotiable instruments (including, but not limited to, delivery of bank deposits to a bank or other financial institution) and that Client shall be fully liable for any damages or loss resulting from non-compliance with this provision.
- If Client hires an **Asereth** employee within twelve (12) months of that employee's last work assignment with Client, Client shall pay a Conversion Fee equal to 20% of the **Asereth** employee's annual salary (the "Conversion Fee"), Client shall pay **Asereth** such employment classifications as permanent, temporary, part-time, or full-time.
- Client may cancel its order with **Asereth** at anytime. However, if the cancellation occurs less than 72 hours before the work assignment commences, Client shall pay **Asereth** a cancellation fee equal to four (4) times the hourly rate for such employment assignment (the "Cancellation Fee"). The Cancellation Fee shall not be due **Asereth** if **Asereth** reschedules or reassigns its employee to another location on the same day.
- If Client does not pay its invoices when due and its invoices remain unpaid 30 days after the invoice date included on **Asereth's** invoice, Client shall pay **Asereth** a service charge equal to two percent (2%) on the unpaid amount per month.

CONDITIONS OF ASSIGNMENT AGREEMENT

THIS CONDITIONS OF ASSIGNMENT AGREEMENT (the "Agreement") is made this _____ day of _____ 20__ by and between **ASERETH MEDICAL SERVICES, INC.** ("Asereth") and _____ ("Client").

- Asereth** is a corporation which employs pharmacists and other medical personnel who will be assigned to work for Client, all as further provided in this Agreement.
- Once an **Asereth** employee commences work for Client, Client is bound by all terms and provisions of this Agreement, unless Client contacts **Asereth** within the first 4 hours of the work assignment to advise **Asereth** that is is dissatisfied with the **Asereth** employee's performance.
- Asereth** employee will present a time record to Client or your representative for verification and signature at the end of each work day and at the end of each work assignment. Client's signature on the time record evidences Client's agreement to pay **Asereth** for the hours included on the time record.
- Asereth** shall pay each employee it assigns to work for Client as per its standard practices with its employees. Client shall promptly pay **Asereth** for the total hours worked. Client acknowledges and agrees that its payment is due **Asereth** upon Client's receipt of the time records.
- Asereth** has instructed its employees, and its employees understand and agree, that **Asereth's** employees are not authorized to incur any expense on Client's behalf without Client's prior written consent.