



[www.thepremiergroupus.com](http://www.thepremiergroupus.com)

Company Name \_\_\_\_\_ Week Ending \_\_\_\_\_  
Job Site Address \_\_\_\_\_



Please fax timesheets to **1-800-401-6629** or email to **timesheets@thepremiergroupus.com**.

DATE:								TOTAL HOURS		EMPLOYEE INITIALS
EMPLOYEE NAME										

**\*Due Fridays by Midnight**

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_  
Client certifies that the hours shown here are correct, and agrees to be bound by the conditions of assignment listed below.

Yes  No Injured?  
 Yes  No Injury Report?

The Premier Group, Inc. will invoice the hours worked by our employees weekly. Hourly billing rates, overtime, and any special rates will be specified to the client in advance. The client agrees that it is their responsibility to notify The Premier Group, Inc. of any prevailing wage duties that the employee is asked to perform.

Invoices are due upon receipt and the client must contact The Premier Group, Inc. within 10 business days to dispute. Late charges for invoices will apply at 1-1.5% per month. The client agrees to notify The Premier Group, Inc. of any unsatisfactory work by our employees within the first day of their assignment. The client acknowledges that the warranty is limited to fees billed for the first day of work only. Safety is the number one priority for every-one at The Premier Group, Inc. It is the client's responsibility to supervise the employee at all times, and to only assign them duties that are consistent with their skills and abilities.

If the client uses the services of any Premier Group, Inc. assigned employee as their direct employee, an independent contractor, or through any person or firm other than The Premier Group, Inc. during or within 6 months after any assignment, the client must notify The Premier Group, Inc. and (a) continue the assigned employee's assignment from The Premier Group, Inc. for his/her next 6 months of consecutive work, or (b) pay The Premier Group, Inc. a fee in the amount of 250 times the final billing rate of that assigned employee. The client agrees to not allow the assigned employee to operate motorized vehicles unless the client first provides an insurance policy naming The Premier Group, Inc. as additionally insured. If The Premier Group, Inc. approves operation of motorized vehicles by our employees, the client agrees to confirm that they are certified and licensed to do so.

The Premier Group, Inc. is an executive search and placement firm. We are not a General Contractor and we do not have a contractor's license. This agreement is binding upon the client and The Premier Group, Inc. In case of conflict, this agreement will prevail over any other agreement, written or verbal. If action is brought to enforce this agreement, the prevailing party is entitled to recover its reasonable attorney's fees and costs.