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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 NAME										EMPLOYEE INITIALS

***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 will invoice the hours worked by its employees weekly. Hourly billing rates, overtime, and any special rates will be specified to the client in advance. The client has the responsibility to notify The Premier Group 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 within 10 business days to dispute. Late charges for invoices will apply at 1.5% per month, unless limited by law to a lower rate, in which that rate applies. The client agrees to notify The Premier Group of any unsatisfactory work by its employees within the first day of their assignment. The client acknowledges that any warranty is limited to fees billed for the first day of work only. Safety is the number one priority for everyone at The Premier Group. It is the client's responsibility to supervise the employee(s) 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 assigned employee as their direct employee, an independent contractor, or through any person or firm other than The Premier Group during or within 6 months after any assignment, the client must notify The Premier Group, and (a) continue the assigned employee's assignment from The Premier Group for his/her next 6 months of consecutive work, or (b) pay The Premier Group a fee in the amount of 250 times the final billing rate of that assigned employee. The client agrees to not allow any assigned employee to operate motorized vehicles without The Premier Group's written permission, and then only if the client provides an insurance policy naming The Premier Group as additional insured. If The Premier Group approves operation of motorized vehicles by its employees, the client agrees to confirm that they are certified and licensed to do so.

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