



# Curzon Staffing & Executive Search

675 N. Washington St., Suite 420 • Alexandria, VA 22314 •  
Office: (703) 836-4403 • Fax: (703) 836-0514 • Email: [curzonadmin@curzonstaffing.com](mailto:curzonadmin@curzonstaffing.com)

There is a minimum 4 hour charge for temporary help

	Date	Start Time	Finish Time	Less Lunch	Reg. Hours	O/T Hours	O/T Authorization
MON							
TUES							
WED							
THURS							
FRI							
SAT							
SUN							

I will be returning to assignment      Hours worked this week      REG. HOURS - \_\_\_\_\_  
 Assignment completed      Do Not Include Lunch      O/T HOURS - \_\_\_\_\_  
 Please hold my check      TOTAL HOURS - \_\_\_\_\_  
 Please mail my check  
 I have direct deposit      Report all time worked to the nearest 1/4 hour.

### Important - Please read carefully!

Timesheets are due by Friday 5:30 p.m. (Original or faxed). In order to release paycheck, we must have the original timesheet. Timesheets turned in 3 weeks or later, upon completion of the assignment, will not be processed for payment.

Time Record - Must be signed for payment - Please Complete:

Employee Name \_\_\_\_\_ Company Name \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Dept/Person Worked For \_\_\_\_\_

We certify that the above stated hours including overtime are correct. Customer and employee signature includes acceptance of terms and conditions below.

Employee Signature: (I have read, understand and agree to accept the terms and conditions below.

Client Approval: (I have read, understand and agree to accept the terms and conditions below.

#### Customer Agreement

This time sheet serves as a contract between Curzon Staffing and its customer. Please read terms and conditions before signing.

Only authorized representatives of the customer can sign this time card, and in doing so certify that the hours worked stated are correct and that all work was performed satisfactorily. It is also understood that overtime, at time-and-a-half could be billed for all hours worked over 8 per day, 40 per week. All Curzon invoices are due upon receipt.

Customer understands that there is a minimum 4-hour charge for temporary help.

Staffing Firm's responsibilities are to assign employees (Assigned Employees) to work under CLIENT's supervision; to pay their wages and provide the benefits that STAFFING Firm offers to them (including unemployment insurance and worker's compensation); to maintain their personnel and payroll records; and to pay, withhold, and remit payroll taxes and other legislatively mandated charges related to them. CLIENT's responsibilities are to properly supervise Assigned Employees; to be responsible for and to safeguard all aspects of its business; to provide safe working conditions; and to exclude Assigned Employees from its benefit plans, policies, and practices.

Due to the considerable cost incurred by Curzon Staffing in regards to the advertising, screening, interviewing, testing and training of our employees, the customer and any affiliates agree not to hire directly or indirectly (i.e. through another staffing service) any employee during a temporary assignment or within one year after the last temporary assignment ends or resume submittal/interview through Curzon Staffing. If an employee of Curzon Staffing should be hired, the customer shall pay Curzon Staffing their normal fee, which is 20% of annual salary up to \$34,999 and 25% on salaries \$35,000 or more.

Customer agrees not to authorize any Curzon Staffing employee to operate any motor vehicles, automotive or truck equipment, without signing a release form supplied by Curzon Staffing. Customer agrees to take full responsibility for any bodily injury, property damage, liability or physical loss caused by a Curzon Staffing employee operating said machinery.

Customer agrees that Curzon Staffing employees are not to handle any cash, negotiable instruments or other valuables (including parking passes and office keys) without express written permission from Curzon Staffing. Customer, failing written permission, accepts full responsibility for and liability or loss caused by a Curzon Staffing employee with unattended premises without first obtaining written permission from Curzon Staffing. Any claims should be made in writing by customer to Curzon Staffing within ten days (10) of incident.

All Curzon Staffing employees are paid on a weekly basis, based on the hours noted on authorized/signed timesheet. Customers are billed weekly and payment on invoices is due upon receipt. In the event that payment (either of invoice or settlement fee) is not paid when due, customer shall pay all collection and/or court and attorney fees.

Neither CLIENT nor STAFFING FIRM will be liable to pay or indemnify the other for any incidental, consequential, exemplary, special, punitive, or lost profit damages or expenses arising from their staffing relationship.

#### Employee Agreement

I agree to contact Curzon Staffing at the completion of each temporary assignment. I also agree to call in with weekly availability when not on assignment with Curzon Staffing. Failure to do so may result in placement on inactive status. I agree to notify Curzon Staffing if I am presented with an offer for full time/temporary work by any past or current customer of Curzon Staffing for whom I have worked and that I cannot accept employment from any Curzon customer for one year from the last day of work. To do so will result in a \$5,000 placement fee to be paid by employee or court action.

I understand that by signing this timesheet, I agree that the hours stated are correct. I understand that timesheet fraud, forgery, theft or embezzlement may constitute a crime. I agree to contact Curzon Staffing if I am asked to operate or work with any equipment or machinery which seem unsafe.

In the event that I am injured while working on assignment for Curzon Staffing, I agree to immediately contact Curzon Staffing. Failure to do so may result in a delay/denial of any benefits. I

understand that my employment may be terminated due to personal phone/internet use, tardiness, failure to complete assignment as agreed or failure to perform duties as agreed.