### Express Employment Professionals

**Press hard and print clearly**

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- **Assignment Completed**
- Returning Next Week

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Enter exact times (to the minute) and enter daily & weekly totals (rounded to nearest ¼ quarter hour).

Yes! As an Express Associate, I want to help the Children’s Miracle Network. Please deduct:
- $________ This paycheck
- $________ Every paycheck

**CLIENT NOTICE AND VERIFICATION:**

The undersigned, as agent for the client company, certifies that the Express temporary associate named herein worked acceptably during the period noted on this card. The undersigned also acknowledges and accepts the terms and conditions listed on the reverse side of this timecard whereby this temporary associate has been supplied by Express. Please read the terms and conditions and retain the client copy.

**ASSOCIATE NOTICE:** Please fill in this time card completely. Leave the appropriate copy with your supervisor who signs to verify hours. The Express copies of the time card must be received in our office by 8:00 a.m. Monday. Failure to turn in your time card by the deadline may delay your check. Failure to notify Express of the completion of any assignment will be considered job abandonment, and unemployment benefits may be denied in some states.

I certify that the hours depicted on this time card fully record and accurately report all time that I worked and that I have not worked off the clock. I also certify and declare under penalty of perjury that I have received all the rest time and meal periods that I was legally entitled to on each work day covered by this time card. In addition, while on assignment, I have not had any work related injuries or illnesses nor have I been subjected to any workplace discrimination or harassment.

**Authorized Signature**

Title: __________________________ Date: ________________

Department or Special Billing Instructions: __________________________

**Quality of Work:**
- ❑ Excellent
- ❑ Satisfactory
- ❑ Unsatisfactory

At01 (03/16)

CLIENT COPY
At Express Services, Inc. (Express) dba Express Employment Professionals (referred to as “Express”, “We” or “Our”), we make it easy for you to do business with us. The first step to establishing a successful staffing relationship is to ensure a clear understanding of each party’s responsibilities. We appreciate your business and look forward to the opportunity to support you with outstanding professional employment services in consideration of your agreement to the following terms and conditions:

1. We hire associates as Express employees, and provide all wages, taxes, withholding, workers’ compensation, and unemployment insurance. Medical benefits and vacation pay are also available to associates who qualify. We recruit and assign associates to you to perform the job duties you specify. You agree to notify us if those duties or the workplace of an associate changes.

2. Express complies with all Federal, State, and Local employment laws and regulations. You agree to provide our associates with a safe, suitable workplace and equipment, and to comply with all applicable federal, state, and local laws including all laws affecting safety and qualified to address potential hazards at your worksite. You agree to indemnify and hold Express harmless from claims or damages resulting from your non-compliance with applicable laws and regulations. Express pays associates promptly, based on information approved by you. You agree to pay the charges based on the time card or other mutually acceptable recording method by the invoice due date.

3. A monthly service charge of 18% per annum may be assessed on charges remaining unpaid 30 days after the invoice date. We are entitled to reasonable collection fees, attorney fees, and other expenses incurred to collect all charges on your account(s). Bill rates are subject to change with appropriate notice.

4. It is our goal that associates perform their jobs to your satisfaction; however, if you are not satisfied with an associate, you will request a replacement. Express will, at your written request, conduct criminal history checks and drug screens as permitted by state law. The costs vary depending upon the specific test or report ordered and the charges will be agreed upon prior to ordering the tests and/or reports.

5. We will provide associates for positions where operating a motor vehicle, forkift, or other motorized equipment is required, unless otherwise agreed to by us in writing. You agree to indemnify and hold Express harmless from any claims or damages that may be caused by your negligence or misconduct, and agree on behalf of your insurer(s) to waive all rights of recovery (subrogation) against us.

6. You agree that you will not request or allow our associates to offer professional opinions concerning any financial audits, certifications or financial statements, SEC filings or provide management consulting or financial advice. Nor will our associates be permitted sign-off authority for architectural or engineering projects or construction or installation of motorized equipment if notified in writing prior to an assignment. We must know in advance that associates are qualified to address potential hazards at your worksite.

7. If our associates have access to unattended premises or the care, custody, or control of cash, checks, credit card numbers, ATM bank cards, negotiables, confidential information, trade secrets, or other valuable property, then you agree to indemnify and hold us harmless from any resulting loss or damage.

8. Express will provide associates for positions where operating a motor vehicle, forkift, or other motorized equipment is required, unless otherwise agreed to by us in writing. You agree to indemnify and hold us harmless from any claims or damages that may be caused by your negligence or misconduct, and agree on behalf of your insurer(s) to waive all rights of recovery (subrogation) against us.

9. We offer an evaluation hire program designed to provide you with associates on a trial basis prior to converting them to your payroll. To take advantage of our evaluation hire program, you agree to negotiate a pre-determined trial period or fee prior to an associate’s assignment to you.

10. Express allows you to hire associates already assigned to you if your invoices are current and you agree to pay an acceptable payroll transfer fee (up to 30% of an associate’s expected annual earnings) to convert an Express associate to your payroll.

11. You agree to notify us if those duties or the workplace of an associate changes. Express will, at your written request, conduct criminal history checks and drug screens as permitted by state law. The costs vary depending upon the specific test or report ordered and the charges will be agreed upon prior to ordering the tests and/or reports.

12. You agree to notify us if those duties or the workplace of an associate changes. Express will, at your written request, conduct criminal history checks and drug screens as permitted by state law. The costs vary depending upon the specific test or report ordered and the charges will be agreed upon prior to ordering the tests and/or reports.

13. Express will, at your written request, conduct criminal history checks and drug screens as permitted by state law. The costs vary depending upon the specific test or report ordered and the charges will be agreed upon prior to ordering the tests and/or reports.
### Time Card Details

**Name:** [Name]

**Week Ending Date (Sun):** [Week Ending Date]

**Last Four (4) Digits of Social Security Number:** [Last Four Digits]

**Job Number:** [Job Number]

**Client Company Name:** [Client Company Name]

- **Assignment Completed:** [Assignment Completed]
- **Returning Next Week:** [Returning Next Week]

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**Enter exact times (to the minute)**

**Enter Daily & Weekly Totals (rounded to nearest ¼ quarter hour)**

**ASSOCIATE NOTICE:** Please fill in this time card completely. Leave the appropriate copy with your supervisor who signs to verify hours. The Express copies of the time card must be received in our office by 8:00 a.m. Monday. Failure to return your time card by the deadline may delay your check. Failure to notify Express of the completion of any assignment will be considered job abandonment, and unemployment benefits may be denied in some states.

I certify that the hours depicted on this time card fully record and accurately report all time that I have worked and that I have not worked off the clock. I also certify and declare under penalty of perjury that I have received all the rest time and meal periods that I was legally entitled to on each work day covered by this time card. In addition, while on assignment, I have not had any work related injuries or illnesses nor have I been subjected to any workplace discrimination or harassment.

**Date:** ____________________________

**Authorized Signature**

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**CLIENT NOTICE AND VERIFICATION:**

The undersigned, as agent for the client company, certifies that the Express temporary associate named herein worked acceptably during the period noted on this card. The undersigned also acknowledges and accepts the terms and conditions listed on the reverse side of this timecard whereby this temporary associate has been supplied by Express. Please read the terms and conditions and retain the client copy.

**Authorized Signature**

**Title:** ____________________________ **Date:** ____________________________

**Department or Special Billing Instructions:** ____________________________

**Quality of Work:**

- **Excellent**
- **Satisfactory**
- **Unsatisfactory**

---

**Yes! As an Express Associate, I want to help the Children's Miracle Network. Please deduct:**

- **$________ This paycheck**
- **$________ Every paycheck**

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**EXPRESS ASSOCIATE COPY**
**Express Employment Professionals**

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- ✓ Assignment Completed
- ✓ Returning Next Week

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- *Only used if 2nd lunch taken

Enter exact times (to the minute)

Enter Daily & Weekly Totals (rounded to nearest ¼ quarter hour)

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**Associate Signature**

Date _____________________________

**CLIENT NOTICE AND VERIFICATION:**

The undersigned, as agent for the client company, certifies that the Express temporary associate named herein worked acceptably during the period noted on this card. The undersigned also acknowledges and accepts the terms and conditions listed on the reverse side of this time card whereby this temporary associate has been supplied by Express. Please read the terms and conditions and retain the client copy.

**Authorized Signature**

Title: __________________________ Date: __________

Department or Special Billing Instructions:

**Quality of Work:**

- [ ] Excellent
- [ ] Satisfactory
- [ ] Unsatisfactory

Yes! As an Express Associate, I want to help the Children’s Miracle Network. Please deduct:

- [ ] $________ This paycheck
- [ ] $________ Every paycheck

Are you employed by a contract agency? Yes ________ No ________

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*REMOVE STUB BEFORE MAILING*
EXPRESS - TERMS AND CONDITIONS

At Express Services, Inc. (Express) dba Express Employment Professionals (referred to as “Express”, “We” or “Our”), we make it easy for you to do business with us. The first step to establishing a successful staffing relationship is to ensure a clear understanding of each party’s responsibilities. We appreciate your business and look forward to the opportunity to support you with outstanding professional employment services in consideration of your agreement to the following terms and conditions:

1. We hire associates as Express employees, and provide all wages, taxes, withholding, workers’ compensation, and unemployment insurance. Medical benefits and vacation pay are also available to associates who qualify. We reserve the right to assign associates to perform the job duties you specify. You agree to notify us if those duties or the workplace of an associate changes.

2. Express complies with all Federal, State, and Local employment laws and regulations. You agree to provide our associates with a safe, suitable workplace and equipment, and to comply with all applicable federal, state, and local laws. You can confirm that our employees are qualified to meet safety and health standards that address potential hazards at your workplace. You agree to indemnify and hold Express harmless from claims or damages resulting from your non-compliance with applicable laws and regulations. Express pays associates promptly, based on information approved by you. You agree to pay the charges based on the time card or other mutually acceptable recording method, according to the invoice due date.

3. A monthly service charge of 18% per annum may be assessed on charges remaining unpaid 30 days after the invoice date. We are entitled to reasonable collection fees, attorney fees, and other expenses incurred to collect all charges on your account(s). Bill rates are subject to change with appropriate notice.

4. It is our goal that associates perform their jobs to your satisfaction; however, if you are not satisfied with an associate within the first 48 hours of the assignment, you will not be charged for the first four (4) hours of the associate’s work and a replacement will be provided.

5. We provide insurance to cover Express associates for Workers’ Compensation, Commercial General Liability, Employers Liability, Fidelity Bond, Errors and Omissions, and Hired/Non-Owned Automobile coverage in an amount not less than $1,000,000 per occurrence. You agree to maintain liability insurance for any motor vehicle, forklift, or other motorized mobile equipment operated by your associate, and agree to waive all rights of recovery against Express as the employer of the Express associate.

6. You agree that you will not request or allow our associates to offer professional opinions concerning any financial audits, certifications or financial statements, SEC filings or provide management consulting or financial advice. You agree to notify us if those duties or the workplace of an associate changes.

7. If our associates have access to unattended premises or the care, custody, or control of cash, checks, credit card numbers, ATM bank cards, negotiables, confidential information, trade secrets, or other valuable property, then you agree to indemnify and hold us harmless from any resulting loss or damage.

8. Express will provide associates for positions where operating a motor vehicle, forklift, or other motorized equipment is required, if notified in writing prior to an assignment. We must know in advance if the associates will be driving an automobile (including a forklift or any other motorized equipment) that addresses potential hazards at your workplace. You agree to indemnify and hold Express harmless from claims or damages resulting from your non-compliance with applicable laws and regulations. Express pays associates promptly, based on information approved by you. You agree to pay the charges based on the time card or other mutually acceptable recording method, according to the invoice due date.

9. You agree to supervise and control the work performed by Express associates, and assume responsibility for all operational results, including losses or damage to property or data in the care, custody, or control of an Express associate. You agree to indemnify and hold us harmless from any claims or damages that may be caused by your negligence or misconduct, and agree on behalf of your insurer(s) to waive all rights of recovery (subrogation) against us.

10. We offer an evaluation hire program designed to provide you with associates on a trial basis prior to converting them to your payroll. To take advantage of our evaluation hire program, you agree to negotiate a pre-determined trial period or fee prior to an associate’s assignment to you.

11. Express allows you to hire associates already assigned to you if your invoices are current and you agree to pay an acceptable payroll transfer fee (up to 30% of an associate’s expected annual earnings) to convert an Express associate to your payroll.

12. You agree, for a period of 180 days from the date of introduction or last date on assignment, whichever is later, not to hire directly or use Express associates through another staffing firm without paying a liquidation fee of 30% of the Express associate’s expected annual compensation, unless otherwise agreed to by us in writing.

13. Express will, at your written request, conduct criminal history checks and drug screens as permitted by state law. The costs vary depending upon the specific test or report ordered and the charges will be agreed upon prior to ordering the tests and/or reports.

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## Express Employment Professionals

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Enter Daily & Weekly Totals (rounded to nearest ¼ quarter hour)

### Associate Notice

Yes! As an Express Associate, I want to help the Children’s Miracle Network. Please deduct:
- $_________This paycheck
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### Quality of Work

- Excellent
- Satisfactory
- Unsatisfactory

### Client Notice and Verification:

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Authorised Signature

Title: ______________________________ Date:______________

Department or Special Billing Instructions:

Quality of Work:

- Excellent
- Satisfactory
- Unsatisfactory

### Express Copy

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AT01 (03/16)