



Sterling Office Professionals, Inc.

WEEKLY TIME SHEET

By submitting this timesheet employee certifies no accident or injury was sustained while working on assignment.

Name _____
 Social Security Number _____

Job ID	Su	M	Tu	W	Th	F	Sa
Totals	0.00	0.00	0.00	0.00	0.00	0.00	0.00

 Saturday Week-Ending Date

 Total Regular Hours

 Total Overtime Hours

 Client Company Name

 Client Approval

Client agrees not to directly or indirectly hire contract employee for a period of 6 months beginning from the 1st day of work. Client further agrees not to permit or cause any such contract employee to provide services to Client while on the payroll of any other firm for a period of 180 days following the completion of any assignment without written permission from **Sterling Office Professionals, Inc.**

Sterling Office Professionals, Inc. Hold Harmless Agreement

Unless the Client has obtained the prior written consent of Sterling Office Professionals, Inc. (hereafter referred to as "Sterling Office Professionals") the Client agrees not to ask or allow a contract employee to perform any of the following job related activities:

- a) Driving an automobile or other motor vehicle without having completed and returned to Sterling Office Professionals, Inc. the Sterling Office Professionals Driver Release form
- b) Handling cash, securities, or other valuables

If this prior written consent is not obtained, the Client agrees to waive all rights to make a claim against Sterling Office Professionals, and to relieve Sterling Office Professionals from all liability and responsibility for any damage, loss or expense which the Client incurs as a result of this contract service employee engaging in such activities, and the Client further agrees to indemnify and hold harmless Sterling Office Professionals from and against all claims, damages, bodily injuries, losses, and expenses which might be caused as a result of the staffing employee engaging in any of these activities. Furthermore, the Client agrees not to expose any Sterling Office Professionals contract employees to unnecessary hazard or extra hazard, and not to violate any OSHA or safety law, rule or regulation whether federal, state or local. The Client may be held liable as a result of their breach of this agreement.