



50 William Street,
 St. Catharines, ON L2R 5J2
 (905) 984-8367 ✦ Fax (905) 641-0478

TIMESHEET

DAY	DATE	TIME START	TIME FINISH	LUNCH PERIOD	DAILY HOURS
Sun					
Mon					
Tues					
Wed					
Thurs					
Fri					
Sat					
Week Ending Saturday			Total Hours For Week		
CUSTOMER APPROVAL INCLUDES VERIFICATION OF HOURS WORKED AND ACCEPTANCE OF TERMS ON REVERSE X TITLE					

CUSTOMER NAME
ADDRESS
REPORT TO

It is the employee's responsibility to submit the signed timesheet to The Burke Group by 8:30 am every Monday

EMPLOYEE NAME	MAIL <input type="checkbox"/>
EMPLOYEE SIGNATURE	PICK UP <input type="checkbox"/>

FOR OFFICE USE ONLY

RATE	BILL
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Three-Hour Minimum per Employee per day
 2% Interest per month charged on overdue accounts

TERMS AND CONDITIONS OF SERVICE

- The minimum charge for each temporary employee is three hours per day. An additional charge will be made when overtime provisions apply as governed by applicable labour legislation.
- While every effort is made by The Burke Group to maintain high standards of integrity and reliability among our temporary staff, and to provide staff in accordance with client requirements, The Burke Group assumes no responsibility for any loss, expense, damage or delay arising directly or indirectly, as a result of any failure to provide staff for all or part of the period of the booking or as a result of the misconduct or negligence of the staff provided.
- It is understood that the client will not entrust The Burke Group employees with the handling of cash, negotiables, or other valuables without prior written permission from The Burke Group and ten only when an employee's specific duties necessitate such activities.
- It is understood that the client's vehicles (whether leased or owned) if operated by an employee of The Burke Group will be adequately insured by the client with public liability, property damage, collision, fire and theft coverage, and that the employee and The Burke Group shall have the full benefit and protection of such insurance.
- Applicable employees will be briefed on safety by The Burke Group and the client.
- It is the employee's responsibility to submit the signed timesheet to The Burke Group by 8:30 am every Monday.
- It is understood that the client is entitled to transfer a The Burke Group employee to their payroll only after the prescribed hours have been completed.
- Invoices submitted weekly by The Burke Group to the client are payable on receipt.
- Acceptance of the services of our temporary staff will be deemed acceptance of our terms