



# Weekly Timesheet

## Fax to: 781-658-2568

**NOTE:** An approved Time Sheet must be received by Celeris Solutions, Inc. ("CSG") before a paycheck can be released. Fax your timesheet to [781-658-2568] or otherwise deliver your approved Time Sheet to CSG no later than Monday, 9:45am immediately following the week you worked, or your check may be delayed. Timesheet must be signed by the onsite manager you report to.

Employee Name:	From: ___/___/___ (Monday) To: ___/___/___ (Sunday) W/E
Client:	Client Location:
Day Time Phone Number:	

Date:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>Time In:</b>							
<b>Time Out:</b>							
<b>Daily Hours:</b>							

**Total Hours Worked:** \_\_\_\_\_

**I certify that I have worked the hours listed on the time card set forth above. While on this assignment I have not had any work related injuries or illnesses that I have not reported to CSG.**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CLIENT NOTICE & VERIFICATION:** The undersigned, as agent for the client company, certifies that the CSG Employee/Contractor named herein worked acceptably the hours noted on this card. The undersigned also acknowledges and accepts the terms and conditions listed on this time card. Any contract in writing signed by the client and CSG will supersede the agreement on this time card.

Authorized Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Client agent's signature on the face of this time card certifies that the hours shown are correct and that the work was performed to Client's satisfaction and authorizes CSG to bill Client for the hours worked by its employees and contractors. Client acknowledges that if any services are required to be performed on Saturdays, Sundays or holidays, such services will be billed to Client at one and one-half times the normal billing rate (unless otherwise agreed). Client agrees that with respect to each employee or contractor assigned to Client all day to day managerial responsibility and supervision of such employees and contractors rests entirely with Client.

The services and any deliverables or work product provided by CSG or its employees or contractors to client shall be provided "as is" without any warranties whatsoever, either express, implied or statutory, including but not limited to the implied warranties of merchantability or fitness for a particular purpose and non-infringement.

Client agrees to provide CSG employees and contractors with access to Client offices and other facilities, employees, representatives, agents and other personnel, necessary to allow CSG's employees and contractors to perform the work per the SOW. CSG, its employees and contractors shall comply with all reasonable rules and regulations while on the premises of Client. Client agrees that it will not entrust any CSG employee or contractor with unattended premises, cash, checks, keys, credit cards, merchandise, confidential or trade secret information, negotiable instruments, or other valuables without the express prior written permission of CSG and then only under CSG's direct supervision and control.