



THE GREER GROUP, INC./THE GREER GROUP STAFFING, INC.
 3109 Charles B. Root Wynd
 Raleigh, NC 27612
 919-571-0051
 FAX: 571-7450
 EMAIL: timesheets@thegreergroup.com

WEEKLY TIME REPORT

WEEK ENDING: _____

GREE EMPLOYEE: _____ COMPANY NAME: _____

REPORT ALL TIME TO NEAREST 15 MINUTES

| DAY | DATE | TIME IN | TIME OUT | LESS LUNCH | TOTAL HOURS |
|-----------------------|------|---------|----------|---------------|-------------|
| MON | | | | | |
| TUE | | | | | |
| WED | | | | | |
| THUR | | | | | |
| FRI | | | | | |
| SAT | | | | | |
| SUN | | | | | |
| TOTAL HOURS WORKED | | | | STRAIGHT TIME | |
| | | | | OVER TIME | |

IN WORDS TOTAL HOURS WORKED: _____

I certify that the hours shown are correct and were properly approved by an authorized representative of the above named company.

Employee Signature: _____ **Date:** _____

I certify that the above indicated hours are correct and this temporary assignment was fulfilled satisfactory. It is agreed that an acceptance of a referral for temporary employment from The Greer Group, Inc. or The Greer Group Staffing, Inc. is in effect twelve (12) months after the date of referral or 12 months from the last date assigned to above named company or its affiliates. If any other employment is arranged subsequent to this temporary assignment, you will have one of these options:

- 70% of the monies above the gross income of the employee already billed will be credited toward the total employment fee based upon The Greer Group, Inc.'s or The Greer Group Staffing, Inc.'s Standard Fee Schedule.
- The employee will remain on the payroll of The Greer Group, Inc. or The Greer Group Staffing, Inc. for an agreed upon number of additional hours until the total employment fee has been paid in full.

It is also agreed that should we desire the services of this employee for any future temporary assignment, or wish to engage this employee in any way pertaining to employment, we will notify The Greer Group, Inc. or The Greer Group Staffing, Inc. and will not contact the employee directly.

For invoices that are over 30 days, a 1.5% Late Charge will be assessed from the original date of the invoice. This late charge will be calculated on a monthly basis and print on a monthly statement. If the invoice and service charges are not paid by the next monthly calculation, then the interest will continue to accumulate. If The Greer Group, Inc. or The Greer Group Staffing, Inc has to take a civil action in order to recover outstanding invoices, then you will be responsible for all attorneys' fees.

Authorized Client's Signature: _____ **Date:** _____

***Note: It is the Greer employee's responsibility to see that Greer receives a signed timesheet for work performed during each given pay period by Mondays at 9 AM. If your timesheet is not received on time, there may be a delay in the payroll process. ***