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**Our Employees  
are #1**

CLIENT AGREEMENT

The individual signing this time sheet is an authorized representative of the client company and is hereby unconditionally accepting the following terms and conditions.

1. We understand that it is the client's responsibility to supervise all activities of Dynamic employees while they are at the client's place of business.
2. It is understood that the client will not authorize Dynamic employees to operate any machinery, lift trucks or motor vehicles without prior written consent from Dynamic.
3. It is understood and agreed that the client will completely insure all the client's buildings, machinery and/or vehicles (whether leased or owned) with public liability, property damage, collision, fire and theft coverage and that Dynamic and the employee shall have the full benefit and protection of such insurance.
4. It is understood that Dynamic will not be responsible for and does not cover by insurance any damage to property, bodily injury, fire, theft, collision or public liability damage claims resulting from a Dynamic employee operating any of the client's motor vehicles.
5. It is understood that the client will not entrust Dynamic employees with the handling of cash, negotiable, or other valuables without prior written permission from Dynamic.
6. It is understood that in the event that Dynamic employee becomes ill or is injured at the client's place of business, the client is responsible to arrange transportation to the nearest hospital or medical facility. The client will also notify Dynamic within 12 hours of the accident.
7. It is understood that if the client hires a Dynamic employee there will be a placement or release fee based on the current Dynamic fee schedule. A temporary to permanent transfer may be arranged according to the current temporary to permanent fee schedule. Once the Dynamic employee has completed the temp assignment with your company a timeframe of 12 months must elapse before your company can offer our employee work. These above options should be discussed with a Dynamic representative.
8. It is agreed that a client's signature constitutes full agreement of hours including overtime, and that the work was completed in a satisfactory manner.
9. Customers will be invoiced weekly. It is agreed that invoices are to be paid upon receipt. It is understood that Dynamic may charge interest to all overdue accounts at the rate of 2% per month.

EMPLOYEE AGREEMENT

The employee entering this time sheet for payment is hereby unconditionally accepting the following terms and conditions.

1. It is agreed that the hours submitted for payment are valid and correct.
2. It is understood that the employee will not borrow any money from the client and will be responsible for all delinquent debits incurred in the employee's name.
3. Employees must hand in their hours to Dynamic office every Friday or Monday before 4:00 p.m in order to receive a pay cheque the following week.
4. Time sheets must be signed by the client representative. Unsigned time sheets will not be accepted. In order to receive a pay cheque the employee must present a signed time sheet.
5. It is agreed that the employee will under no circumstances seek or accept a direct offer of temporary or permanent employment from a client without first discussing the opportunity with Dynamic management.
6. It is understood that the employee will notify Dynamic of any reason for not reporting to an assignment, including lateness, sickness, injury, book-off or leave of absence.
7. It is agreed that the employee will contact Dynamic once their assignment is complete.

**dynamicemployment.com**

CUSTOMER NAME	
ADDRESS	
REPORT TO	ASSIGNMENT COMPLETE <input type="radio"/> YES <input type="radio"/> NO

I hereby certify that the hours shown herein were worked by me during the week ending designated and were confirmed by an authorized representative of the customer. I understand that I am to contact the Dynamic office after completion of this assignment to discuss any other assignment and if I do not do so Dynamic may assume that I am not then available to work I have read and agree to the terms and conditions at the right of this page.

EMPLOYEE NAME (Please Print)
SOCIAL INSURANCE NUMBER
EMPLOYEE SIGNATURE

DAY	M/D/Y	TIME IN	TIME OUT	LESS LUNCH PERIOD	TOT. HRS.
MON					
TUE					
WED					
THU					
FRI					
SAT					
WEEK STARTING			TOTAL HOURS FOR WEEK		

**THREE HOURS MINIMUM PER EMPLOYEE PER DAY**

**CUSTOMER/SUPERVISOR AUTHORITY**

Cross-out any days not worked by the employee. Approval includes verification of hours worked and acceptance of terms and conditions at right.

I understand that should I hire this person, without prior approval from Dynamic management, a fee will apply.

I have read and agree to all terms and conditions at right side of this page.

X \_\_\_\_\_

**FOR YOUR CONVENIENCE FAX US AT  
(905) 796-0043**

PAYMENT DUE UPON RECEIPT