



Time Sheet

HEAD OFFICE:
 #3-2025 Bowen Road
 Nanaimo, BC
 V9S 5W6
 Telephone: 250 751 2717
 Facsimile: 250 751 8154
 www.staffquest.ca

TERMS & CONDITIONS

The following terms and conditions apply to our services.

- Our payment terms are "Payable Upon Receipt"
- Invoices over 30 day's past-due are subject to an interest charge of 2% per month.
- If a client is not satisfied with our candidate, **STAFFQUEST** will immediately replace the candidate with another, facilitating a smooth transition to ensure productivity and professionalism.
- Meal Breaks are neither billed nor paid for. If for any reason this is varied, please contact us to discuss.
- At **STAFFQUEST**, we constructively practice progressive regulation. In order to facilitate same during temporary assignments, we appreciate your cooperation in reporting and documenting any concerns regarding the temporary worker's performance/behaviour to **STAFFQUEST**.
- If a client requests a permanent placement, this will commence in accordance with the terms of Engagement of Services executed by employer client. Arrangements also made for immediate hires.
- We have a 4 hour minimum call-out per day.
- In accordance with The *Employment Standards Act*, when a candidate remains temporary over a one-year period, two weeks' notice to **STAFFQUEST** is requested for termination of assignment.
- In accordance with the *Employment Standards Act*, overtime will be paid to our workers and billed for time worked over 8 hours per day and/or 40 hours per week.
- Your company will not advance cash or other valuables to **STAFFQUEST** employees for any reason.
- When we have introduced you to a worker either directly or indirectly, you will not approach that worker for a position within your company except through **STAFFQUEST** for a period of one year after the termination of the last assignment; or a placement fee as initially agreed upon by your acceptance of the worker, will be billed for the placement of the candidate.
- Payday is bi-weekly (every other Friday) trading off with cut off which is also bi-weekly (every other Friday).
- Guarantees are null and void if invoices are not paid within time stated on the signed Engagement of Services Agreement (EOS).
- **COPY PROVIDED AT TIME OF BILLING**

Temp		Company					
Location		Period End					
Confirmed By					Print Name – Signature Constitutes Acceptance of Terms		
	Month / Day	Time In	Time Out	Lunch – no charge	Regular Hours	Overtime Hours	Approved Initials
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
WORKER: ALL INFORMATION TO BE COMPLETE AND AUTHORIZED OR PAYMENT MAY BE DELAYED				TOTAL HOURS			
For Office Use Only: Payee Cheque No: L C				P	P – O/T	B	B – O/T

Please review originally signed EOS Agreements before services commence.

Do not hesitate to contact us if you should have any further questions.