



THE Alpha Group, Inc.  
61 East Main Street  
Norton, MA 02766  
(508) 285-8500

## TO PROCESS YOUR CHECK

Timesheet Must Be Received by Alpha  
No Later Than 9:00 a.m. Monday.

IMPORTANT: If faxed or emailed,  
this hard copy must be mailed or  
delivered in person to the Alpha Group.

Payroll Fax: (508) 285-7116  
Payroll Email: payroll@thealphagroup.com

Employee Name
Last (4) Numbers of Social Security #
Client Name
<b>IMPORTANT FOR CLIENT:</b> <ul style="list-style-type: none"><li>By execution of this form, Client hereby 1) certifies that the hours shown, including overtime, are correct and that the work was performed in a satisfactory manner; and 2) confirms their acceptance of the terms and conditions stated on the reverse side of this form unless different from the Client Terms &amp; Conditions Agreement which shall take precedence.</li><li>Overtime (time and one half) is paid after forty (40) total hours worked for Non-exempt employees.</li></ul>

Day	Date	Time In	Less: Lunch	Time Out	Total Hours Worked	Week Ending Sunday
Mon						ALPHA USE ONLY
Tue						ALPHA INIT.
Wed						REG. HRS.
Thu						O/T HRS.
Fri						TOTAL HRS.
Sat						
Sun						
TOTAL HOURS WORKED THIS WEEK					Total Regular	Total Overtime
<b>EMPLOYEE STATUS/CHECK INFORMATION</b>						
My signature on this timesheet is verification that the hours submitted are true and accurate and I assume legal liability and expenses incurred for misrepresentation.						
Assignment Status: <input type="checkbox"/> Returning <input type="checkbox"/> Completed						

Authorized Client Signature

Date

Employee's Signature

Date

How are we doing? We'd like to know. Call or e-mail us with your questions, comments, or suggestions: 508-285-8500 or info@thealphagroup.com

## CLIENT COMPANY TERMS AND CONDITIONS AGREEMENT

The Client (herein after referred to as, "Client", "We" or "Us") understands and agrees to the following terms and conditions listed below, which represent the complete contract between The Alpha Group, Inc. and the Client, and forms the basis by which The Alpha Group, Inc. or any of its subsidiaries, affiliates, assigns or agents, including, without limitation, The Alpha Group, Inc. and Alpha Personnel (cumulatively referred to as "The Alpha Group"), provides assistance to its clients:

- The Alpha Group guarantees that We will be completely satisfied with the services provided by the individual named on this timesheet. We understand that if an authorized Client company representative notifies The Alpha Group in writing of our dissatisfaction within the first four hours of an assignment, We will not be charged for the first four hours of services and The Alpha Group will provide Us with a replacement employee. The guarantee is applicable only for employees making an hourly pay rate of \$11.00 / hour or higher. All pay rates below \$11.00 /hour are not covered by the service guarantee and We will be billed accordingly.
- The Alpha Group employee named on this timesheet is paid on a weekly basis. Therefore, We will be billed weekly. We agree that invoices are due upon receipt. We agree that The Alpha Group is entitled to reimbursement by Us. In the event of non-payment of invoices, We agree to be responsible for any and all collection expenses, including, without limitation, late charges at 1.5% per month (or the maximum rate allowed by law), attorneys' fees, and litigation costs.
- We will address payment inquiries or disputes to The Alpha Group, Inc. within 30 days of invoice date and will cooperate in resolving payment disputes. Any payment dispute after 30 days will not be valid.
- We have not, and shall not in the future, without prior written permission from The Alpha Group, assign the employee named on this timesheet to work other than that described at the time We placed the job order. We are responsible for the supervision of The Alpha Group's assigned employee for the agreed upon duties.
- We agree to notify a representative of The Alpha Group immediately if the services of an Alpha employee are not needed for a scheduled work shift. We agree that if notification is not provided by 5:00PM on the day prior to the canceled work shift and the Alpha employee arrives at work, the Alpha employee will be paid a minimum of three hours and We will also be invoiced for a minimum of four work hours. We agree that if an Alpha employee is released from duty for lack of work on a scheduled workday the three-hour minimum work shift will apply.
- We are responsible for providing a safe work environment for The Alpha Group's assigned employee. At a minimum, We are responsible for providing any general or specific training necessary to perform the assignment, including safety information regarding exposures to or handling of hazardous substances; and ensuring that Alpha Group employees are supplied with and use any and all protective equipment necessary to perform an assignment safely. For more safety information, please see the OSHA "Safety Obligations of Staffing Firms and their Clients" located on our website: www.thealphagroup.com. Click on the Personnel Tab and the information is downloadable under Employer Documents.
- We are responsible for loss or damage caused by The Alpha Group's assigned employee operating Our owned or leased motor vehicles, automotive or truck equipment or any general machinery equipment. We therefore accept full responsibility for any claims, including the defense thereof, expenses, attorneys' fees, interest, and costs resulting from or involving bodily injury, physical loss, property damage or public liability damages sustained or incurred.
- The Alpha Group is not responsible for claims or damages to property within Client companies of employee's care, custody and control.
- We shall indemnify and hold The Alpha Group, its subsidiaries, affiliates or agents, including the employer of record, harmless from any and all damages, claims, suits, demands, any other causes of action and judgments, including without limitation all attorneys' fees, cost and interest arising out of the Client's or any subsidiary, affiliates, employee or agent of the Client's violation of any and all Federal, State, and Local laws including and without limitation OSHA, ADA, EEOC, MCAD and immigration laws. The aforementioned indemnity provision shall include all damages, claims, suits, demands and any other cause of action and judgments arising out of any intentional and/or negligent conduct on the part of the Client or any subsidiary, affiliate, assign, agent or employee of the Client.
- We acknowledge The Alpha Group is in compliance with the Massachusetts Earned Sick Leave Law. If a temporary employee who has been on assignment with our company for 90 days chooses to use earned sick time hours, The Alpha Group will bill back to us that used time at cost. We acknowledge The Alpha Group is in compliance with Rhode Island Paid Sick Leave Law. If a temporary employee who has been on assignment with our company for 180 days chooses to use earned sick time hours. The Alpha Group will be billed back to us that used time at cost.
- We acknowledge that the employee named on this timesheet and/or in an electronic email communication from Our Company is an employee of The Alpha Group, and will remain one for services at this assignment lasting up to and including 100 work days unless otherwise agreed to in writing. We agree to obtain written permission from The Alpha Group should We, or any of our affiliates or clients, wish to hire the employee named on this timesheet for a permanent position and make the following applicable payments:
  - For services lasting 1-20 work days: 25% of annual salary\*
  - For services lasting 21-35 work days: 20% of annual salary\*
  - For services lasting 36-100 work days: 15% of annual salary\*
  - For services lasting 101 work days or more: No fee.\*\*Note: There is no guarantee for a temp-to-perm placement.  
Subject to a minimum placement fee of \$2,500.  
\*Provided the Client has paid all invoiced amounts for such assigned employee.
- We acknowledge that a settlement fee equivalent to the greater of \$3,000 or 1% of the annual salary of the employee named on this timesheet (up to a maximum of 30% of the annual salary) is payable to The Alpha Group if any of the following terms are breached:
  - We agree to obtain written permission from The Alpha Group, Inc. should we, or any of our affiliates or clients, wish to hire an employee after interviewing him/her. Failure to notify The Alpha Group will result in the above-referenced settlement fee.
  - No Payroll Transfer: We agree not to directly or indirectly cause or permit the employee named on this timesheet to transfer to another entity's (temporary agency or company) payroll, or to perform services for the Client while on the payroll of any person or firm other than The Alpha Group for a period of 180 days after such assigned employee's assignment ends.
  - We agree not to hire any person assigned to Us from The Alpha Group for a period of 180 days from the last day on which he or she last worked (unless the terms and conditions in number 11 apply).
  - We agree, in the event that the Client hires or engages this employee as an independent contractor prior to the 180 day period, to pay to The Alpha Group an amount equal to what the Client would have paid if said employee worked directly for The Alpha Group at the current rates.We agree to be responsible for all expenses incurred in the collection of the settlement fee, including, without limitation, attorneys' fees, interest and costs.