



Direct One Recruiters
 2705 S Alma School Rd, Ste. 2,
 Chandler, Arizona 85286, USA
 480.304.5534
 www.directonerecruiters.com

Date	
Name	
Client Company	
Phone	

Note: Please email signed time sheets by noon MST every Monday.

Date							
Hours Worked							
O/T							

Total Weekly Hours Worked: _____ **Total Weekly O/T Worked:** _____

STATEMENT OF ACCURACY

I attest that the hours stated on this timesheet were worked by me during the time period shown above and that these hours were properly certified by an authorized representative of the client company.

 Employee Signature

My assignment will continue next week? Yes No

APPROVAL OF HOURS WORKED

Execution of this form by the client company constitutes a certification that the TOTAL hours listed are correct as stated, that the work was performed in a satisfactory manner, and that the applicable fees are due and payable to Direct One Recruiters Temporary Staffing upon receipt of invoice.

 Authorized Client Company Rep / Mgr Signature

 Print authorized representative name/Title

HIRING POLICY: Direct One Recruiters Temporary Staffing refers personnel on the basis that all fees are paid by the client company. Unless otherwise agreed to in writing, a temporary or contract worker hired in any capacity by a client company within one year from the last date of a temporary or contract assignment shall cause a standard personnel placement fee of 30% of the salary offered to the temporary or contract worker by the client company due to Direct One Recruiters Temporary Staffing. Direct One Recruiters Temporary Staffing shall furnish a standard fee schedule to client company upon request. A client company who refers a temporary or contract worker to an affiliated company associate, friend, or other entity shall be liable for a standard personnel placement fee if the worker is hired within one year of such referral.

IMPORTANT NOTES: Hours worked that require payment of overtime wages shall be billed at 1.5 times the regular hourly billing rate. Employee acknowledges that he/she has not been injured or suffered an on-the-job illness during the time period covered on this time sheet. Client company agrees to provide a safe worksite free from unlawful harassment or discrimination. Employee acknowledges that he/she has received meal and rest periods as mandated by state law. Fees relating to the cost of collecting amounts due per this time sheet including attorney's fees, court costs, and interest at the maximum non-payment of an invoice shall be conducted in Maricopa County, Arizona which shall have exclusive jurisdiction over such proceedings.