



# Time Sheet

**HEAD OFFICE:**

#3-2025 Bowen Road  
 Nanaimo, BC V9S 5W6  
 Telephone: 250 751 2734  
 Facsimile: 250 751 8154  
 www.staffquest.ca

## TERMS & CONDITIONS

The following Terms and Conditions apply to our services.

Temp				Company			
Location				Period End			
Confirmed By (Print Name)				Signature (Acceptance of Terms)			
	Date	Time In	Time Out	Lunch – no charge	Regular Hours	Overtime Hours	Approved
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
<b>WORKER: ALL INFORMATION MUST BE COMPLETE AND AUTHORIZED OR PAYMENT MAY BE DELAYED</b>				<b>TOTAL HOURS</b>			
For office Use Only:		Job ID:		P	P – O/T	B	B – O/T
Cheque No:							
<b>L</b>	<b>C</b>						

- 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 endeavour to 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.
- Payroll cut off is every other Saturday, with pay cheques being issued the following Friday.
- Guarantees are null and void if invoices are not paid within time stated on the signed Engagement of Services Agreement (EOS).
- COPY OF THIS TIMESHEET IS PROVIDED AT TIME OF BILLING

**Please review signed EOS Agreements before services commence.**

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