

Wk. of	TIME IN	TIME OUT	TIME IN	TIME OUT	TOTAL	DATE
						M / D / Y
MON.						M / D / Y
TUES.						M / D / Y
WED.						M / D / Y
THURS.						M / D / Y
FRI.						M / D / Y
SAT.						M / D / Y

Employee Signature: X
 I certify that the hours shown here are correct.

When filling in hours, use decimals for partial hours
 15 minutes = .25 30 minutes = .50 45 minutes = .75
 and round to the nearest quarter hour.

Overtime Hours
 Overtime is defined by law and will be billed accordingly.
 Weeks start Sunday and end on Saturday.

For TOP GUNS Employees

- Payment:**
 Mail my cheque
 Direct deposit (RBC only)
 Pick up
- Assignment Status:**
 Completed
 Will continue
 Ending shortly
 Please call me
- Time Sheets:**
 Additional time sheets can be printed from our website: TopGunsForHire.com Contact Us.

1. Use a separate time sheet for each assignment and for each week's work.
2. Each time sheet must be signed by you and your manager at the job site.
3. TOP GUNS employees are paid bi-monthly on the 15th and end of the month. Cutoff dates are the 10th & 25th. In order to be paid on time you must fax or deliver a completed, signed time sheet to TOP GUNS by the end of the work week or the 10th or 25th of the month. New pay periods require new time sheets, starting on the 11th & 26th
4. To have your cheque sent to you, be sure to mark the box that says "Mail my cheque" (above).
5. WE STRONGLY SUGGEST DIRECT DEPOSIT with Royal Bank of Canada, since we can not be responsible & have no control over timely receipt of mailed cheques.

ALL CHEQUES ARE MAILED FROM BURNABY, BC

Total Hours: _____

Total Regular Hours: _____
 (Up to 40):

Total Overtime Hours: _____

Manager's Signature: X
 I certify to TOP GUNS that on behalf of my company, I have the authority to approve the above hours & conditions of employment. I have checked the hours, they are correct and I authorize payment.

Please take a moment to check off the following questionnaire and read the additional terms of sale. We take quality control seriously and need your input.

- This past week this employee . . .**
- | | | | | |
|---------------------------|------------------------------------|-------------------------------|-------------------------------|-------------------------------|
| showed up on time | <input type="checkbox"/> Yes | <input type="checkbox"/> No | | |
| production quality was | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Fair | <input type="checkbox"/> Poor |
| attitude was | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Fair | <input type="checkbox"/> Poor |
| the employee's work ethic | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Fair | <input type="checkbox"/> Poor |
| overall service this week | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Fair | <input type="checkbox"/> Poor |

- Conditions of Employment:**
1. Before signing this time sheet, please make sure that all hours are correct. You will be billed for the hours listed above.
 2. All of our employees are paid by TOP GUNS. Do not pay our employees directly.
 3. Employees may be contacted for employment through TOP GUNS only.
 4. Supervision, safety and quality control of the employee(s) work is the client's responsibility.
 5. You agree to allow our employee to use your fax or fax for the employee. (time sheet only)
 6. Employee signature is not necessary for billing/payment.
 7. Client may not permit or cause our employee to be placed on the payroll of any other firm or client's firm for 12 months after completion of their assignment. In the event the client violates this clause, client will promptly pay TOP GUNS the agreed upon placement fee.
 8. Client agrees to notify TOP GUNS when assignment is completed or terminated.
 9. Client agrees to pay all invoices upon receipt.

TOP GUNS
 For Hire.com

Fax: 604-689-0639