

Client	Day	Mon	Tue	Wed	Thu	Fri	Sat	Sun
	Date	(mm/dd/yy)	(mm/dd/yy)	(mm/dd/yy)	(mm/dd/yy)	(mm/dd/yy)	(mm/dd/yy)	(mm/dd/yy)
Caregiver Name	Time In	am	am	am	am	am	am	am
	Time Out	pm	pm	pm	pm	pm	pm	pm
Last	First	am	am	am	am	am	am	am
		pm	pm	pm	pm	pm	pm	pm

Terms of Agreement for AdvantagePlusCaregivers.com (APC) Temporary Staff Representatives

- To complete this time card accurately and legibly to insure prompt payment to me.
- To have my time card authorized by the client upon completion of my assignment, unless it is waived by the Client or using the APC System.
- To use a separate time card for each assignment.
- To call APC when I complete each assignment, require assistance, or information.
- To call APC promptly if I am considering and/or accept a position with the client on a full-time, temporary, or a part-time basis or if they ask you to change your schedule.
- To call APC promptly if I am injured during my assignment.
- That I will not operate a vehicle for or on behalf of a Care Recipient without the prior written consent of APC.
- That I will not handle or transport a client's cash, securities, negotiable instruments, jewelry, or other valuables including, usage of internet or telephone lines.
- I will not work more than 9 hours in a workday or 45 in a workweek, without the prior written consent of APC.
- I hereby acknowledge that, unless otherwise documented in writing, I have been authorized and permitted to take all my rest periods and meal periods; and have been provided all meal periods.
- I authorize my paycheck to be mailed to the address I have given APC. If I submit incomplete or illegible timecards, or timecards not signed by me and client that may delay my paycheck.
- I will promptly notify APC in writing if I do not receive my paycheck on time, and will sign forms to obtain replacement check.

Terms of Agreement for AdvantagePluscaregivers.com (APC) Clients

- The authorization of a time card by a client confirms the accuracy of the information contained on it, and that the service was performed satisfactory. The client agrees to pay for service performed at the current applicable service rate.
- The client accepts and agrees that in the event he/she hires an APC Representative, he/she will pay APC a placement fee in accordance with APC fee schedule in effect at the time of hiring.
- The client agrees that total hours will be billed to the next quarter hour and that there is a minimum charge of four hours for each APC Representative's assignment.
- The client recognizes that there is a maximum four-hour guarantee for each APC Representative's assignment.
- The client agrees not to authorize or cause an APC Representative to operate any vehicle or machinery without the prior written consent of APC. The client acknowledges, understands, and agrees that APC does not furnish insurance to cover physical loss, damage, or theft caused by or because of the operation of any vehicle or equipment by an APC Representative on behalf of the client. The client further agrees to accept full responsibility for bodily injury, property, fire, theft, collision or public liability damage claims while APC Representative is operating the client's vehicle, whether owned, or rented.
- The client agrees not to leave an APC Representative on unattended premises, nor shall the APC Representative be entrusted with, or be permitted access to the client's cash, securities, negotiable instruments, jewelry, or other valuables including telephone and internet services, without the prior written consent of APC.
- The client agrees not to advance any wages or loan money to an APC Representative without the prior written consent of APC.
- The client agrees to hold harmless APC for acts of any APC Representative, Employee, Affiliate, Volunteer, or Associate, as well as any incidental and consequential damages resulting there from whether those actions be negligent, reckless, or intentional.
- The client agrees that under no circumstances shall APC be responsible for any claims regarding its Representative unless such claims are reported in writing to APC within 10 (ten) days of the occurrence.
- The client agrees that in the event APC should file suit to collect any monies due or which may hereinafter become due, it shall be entitled to collect its reasonable attorney's fees incurred plus its cost of collection.

These terms shall be binding on all parties unless agreed upon in writing by all parties.

Thank you for using AdvantagePlusCaregivers.com, we look forward to being of service to you again!

Prepared by _____ Date _____	Confirmed by _____ Date _____
Caregiver's Signature	Client's Signature