



Keith Bagg I.T. Search
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Toronto, ON M5H 2C9

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EMAIL: kbittsaccounting@kbitts.com

<input type="checkbox"/> KBITS							Division (Please check one): <input type="checkbox"/> Other (please specify)		
KBITS Representative Hours Worked (Please print & fill this sheet in completely)									
Day	Month	Date	Start Time	Finish Time	Less: Mealtime	Total Daily Hours	NAME (PLEASE PRINT)		
Monday									
Tuesday							Contractor Number	Week Ending (Sunday's Date)	
Wednesday									
Thursday							Change of Address and/or Phone Number		
Friday									
Saturday									
Sunday							Signature		
Total Hours for the Week									
Client Authorization & Terms and Conditions									
<p>The following are the terms and conditions of the relationship of the Client with Keith Bagg I.T. Search ("KBITS"). The Client hereby agrees:</p> <ol style="list-style-type: none"> 1) That hours as reported hereon are correct and the work effected by the representative of KBITS has been satisfactory in all respects. 2) That the agreement between the Client and KBITS pertaining to any services performed or to be performed on our behalf by any representative of KBITS is as follows: <ol style="list-style-type: none"> a) The KBITS representative will not be entrusted by the Client with cash negotiable instruments or other valuables and will not be left unattended at Client's premises. TKBG is not responsible for any illegal acts of KBITS representative on Client's Premises; b) The Client will not, without the prior written consent of KBITS, authorize any KBITS representative to operate a motor vehicle or any form of machinery and if Client does so without the prior written consent of KBITS the Client waives any right of action or cause of action against KBITS arising therefrom; c) The Client acknowledges that any loss or damage caused by any KBITS representative to any owned or leased motor vehicle of Client operated by the said KBITS representative will not be insured by KBITS or KBITS's insurer and any and all claims and damages arising due to bodily injury, property damage, public liability or any other damage whatsoever sustained or incurred as a result of a KBITS representative operating any such vehicles including any cost of defence thereof will be the sole responsibility of the Client; d) KBITS shall not be liable for damages of any kind or nature arising out of this Agreement or the provision of services by KBITS representative that exceed the total amount paid by Client to KBITS relating to the provision of services hereunder; e) Client is responsible for maintaining a safe and healthy work environment at Client's premises and Client shall fully indemnify KBITS from any and all claims, fines, penalties, damages and costs incurred by KBITS or to which KBITS might be liable as a result of Client's breach of applicable law or governmental regulation. 					<ol style="list-style-type: none"> 3) The Client will not use the services of this representative nor direct this representative to perform services for the client through another provider for a period of at least one year from the date hereof unless KBITS is duly compensated in accordance with KBITS 's standard fee structure. 4) The Client agrees that a copy of this time sheet will be sufficient for invoicing purposes. 5) KBITS agrees to make good faith efforts to identify and assign appropriate personnel to perform tasks required by Client but KBITS makes no representation or warranty as to special skills or conduct or qualifications of KBITS representatives. 6) KBITS representatives shall not be deemed to be employees of Client; except where payrolled by the Client through KBITS. Services to be provided hereunder are temporary and non-permanent in nature. 7) The Client will give notice in lieu of pay where applicable or indemnify KBITS for severance or termination pay as per ESA (2000). 			<p>The foregoing provisions shall apply to KBITS placed independent contractors with appropriate changes in wording.</p>	
Company Name									
Department						Code			
Authorized Signature									

Please leave a copy of completed time sheet with our Client.

Revised: January 2010