



## HEALTHPRO STAFFING RESOURCES VOUCHER

3691 Old Yorktown Road, Suite 202    Shrub Oak, NY 10588    914-245-3200    Fax 914-245-3888    www.healthprosearch.com

CLIENT:

PHONE:

FAX:

**PLEASE FILL OUT AND FAX BACK  
TO OUR OFFICE AT THE  
END OF THE ASSIGNMENT**

TEMP:

TITLE:

DAY	DATE	START TIME	LUNCH OUT	LUNCH IN	FINISH TIME	DAILY TOTAL OF HOURS	CLIENT SIGNATURE REQUIRED FOR EACH DAY
MONDAY	/ /	:	:	:	:		X
TUESDAY	/ /	:	:	:	:		X
WEDNESDAY	/ /	:	:	:	:		X
THURSDAY	/ /	:	:	:	:		X
FRIDAY	/ /	:	:	:	:		X
SATURDAY	/ /	:	:	:	:		X
SUNDAY	/ /	:	:	:	:		X

HOURLY WAGE \$ \_\_\_\_\_

TOTAL HOURS: \_\_\_\_\_

**MANDATORY CANDIDATE SIGNATURE:**  \_\_\_\_\_

I HAVE READ THE TERMS AND CONDITIONS ACCOMPANYING THIS VOUCHER AND I AGREE TO BE BOUND BY THEM. IT IS HEREBY AGREED THAT THE HOURS STATED ARE CORRECT.

- (1) Charges for the services provided under this agreement will be billed at the fee specified in the Business Policy effective on the date this voucher is signed.
- (2) This voucher reflects the actual hours worked. It is agreed that HealthPro Staffing Resources (HSR) will charge and payment shall be made to HSR and temp candidates for a minimum of four hours.
- (3) Payment shall be made within 15 days of the date HSR invoices the services provided under this agreement. All invoices not paid within 90 days will be subject to legal action.
- (4) All requests for HSR Temps shall be made through HSR. If a HSR temp is directly solicited for temp work by any office signing this voucher or anyone through his/her directive, that person(s) agrees to pay HSR for all services provided by the HSR temp within 12 months of the date this voucher is signed.
- (5) It is agreed that the office signing this voucher will pay HSR a fee if that person or anyone through his/her directive hires the HSR temp for a permanent position within 12 months of the date this voucher is signed.
- (6) All past due invoices will be assessed a finance charge. In the event HSR is required to bring an action to enforce any of its rights, the client will be liable for all legal costs.
- (7) HSR is harmless from claims and demands arising out of the Occupational Safety and Health Act as it relates to premises owned or controlled by the client. The client accepts full responsibility for any errors or damages or claims including the defense thereof involving property and liability damage.