

CANDIDATE NAME: _____

WORK PERFORMED FOR: _____ **WEEK ENDING:** _____

	DATE	IN	OUT	IN	OUT	*REST PERIOD(S)+	REG	OT
MON								
TUES								
WED								
THURS								
FRI								
SAT								
SUN								

*Please Record Daily Times in .25 Increments *Please Record Meal/Rest Periods-Please Indicate If Not Taken

TOTALS _____ **Reg** _____ **OT** _____

CLIENT CONFIRMATION:

I confirm the total hours shown above shall be invoiced to my Company at the agreed rate, including overtime where applicable and agree to the Conditions of Assignment below.

SIGNATURE _____

CANDIDATE CONFIRMATION:

I confirm this is an accurate record of my hours worked for this client.

SIGNATURE _____

Conditions of Assignment

Thank you for using The Agency Legal Staffing(The Agency). The Agency candidate noted on the above timesheet is assigned to your company ("Client") on the following Conditions of Assignment:

- 1) For the service of this candidate we will invoice Client as agreed. Legally required overtime will be billed at the same rate as required by law. The billing rate charged is determined on a basis of the amount of experience necessary to do the assignment and not the amount of experience of our worker. Should you wish to use our candidate for assignments other than those mentioned above, please feel free to do so. The hourly billing rate may then change to reflect the experience necessary to complete the assignment. Please feel free to call The Agency to discuss any adjustments in hourly rate.
- 2) Our candidate will present a timesheet to Client's representative for verification and signature at the end of each week. Signature thereon on by Client's representative indicates Client's agreement with all of the Conditions of Assignment. The Agency compensates our assigned worker on a weekly basis, and Client will be billed weekly for the total hours worked. Because The Agency invoices reflect payroll we have already paid, our invoices are due upon receipt.
- 3) The Agency's candidates are entitled to meal and rest periods as provided by law. Client hereby represents that Client will provide The Agency's candidate on this timesheet with all meal and rest periods required by law. If The Agency's candidate is not afforded meal and rest periods on any work day, The Agency must pay the candidate for one hour of time at their rate of pay to compensate the candidate for each missed meal/ rest period in accordance with applicable law. In such case, The Agency will invoice Client for the time as reflected on the signed time cards and Client agrees to pay said amounts.
- 4) You may wish to hire our employee directly after evaluating their individual performance and potential. In the event you wish to convert them to your employ, you agree to pay a conversion fee. The conversion fee is payable if you hire our employee assigned to you, regardless of the employment classification, on either a permanent, temporary, or consulting basis within six months after the last day of your assignment.
- 5) The Agency usually checks candidate references only by asking specific questions to selected previous employers with regard to qualifications and work history. This reference check is generally done prior to the first time we place that individual on a temporary assignment. While The Agency is willing to provide Client with the results of any reference checks that we have performed, if Client chooses to directly employ one of our temporary candidates, Client should conduct such additional or more recent reference inquiries of previous employers or verify such other information (such as degrees, professional certifications and criminal background) as Client deems appropriate for the position. In part because of substantial legal restrictions on the use and communication of various types of information, we have not screened for drug use, administered a medical exam, conducted a criminal background check or engaged in any verification process other than the reference check described above. As such, The Agency makes no representations regarding the background of the temporary candidate other than that in this paragraph.
- 6) Supervision of The Agency candidate's work on your premises or wherever you assign the candidate is Client's responsibility. It is understood that we will not authorize The Agency candidates to operate machinery (other than office machines) or automotive equipment. The Agency's insurance does not cover physical loss, damage or liability caused by the operation of Client's automotive equipment. It is agreed that Client accepts full responsibility for bodily injury, property damage, fire, theft, collision or public liability damage claims, any of which may be caused as a result of an accident while The Agency's candidate is driving Client's vehicle, whether owned or rented.