

**THE EXECU|SEARCH GROUP**

675 Third Avenue | New York, NY | 10017-5704  
 Voice: 212-922-1001 | Fax: 212-986-7286

Job Number	<input type="checkbox"/> Direct Deposit	Social Security Number
	<input type="checkbox"/> Hold my check <input type="checkbox"/> Mail my check	-    -
Week Ending Sunday	I certify that these hours were worked by me during the week ending shown above, and were properly verified by an authorized	Employee Name
/ /		Employee Signature

DATE	Day Shift (MON-FRI)				Evening Shift (MON-FRI)				Overnight (M-F) / Weekends (All Times)			
	IN	OUT	Lunch	Total	IN	OUT	Lunch	Total	IN	OUT	Lunch	Total
MON												
TUE												
WED												
THU												
FRI												
SAT												
SUN												

Please use ballpoint pen

<b>Total Day</b>	<b>Total Evening</b>	<b>Total Overnight / Weekend</b>
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CLIENT ACCEPTS RESPONSIBILITY FOR THE HOURS REPORTED AND AGREES TO THE TERMS AND CONDITIONS BELOW.	TOTAL HOURS IN EXCESS OF 40 ARE CONSIDERED O.T.		WEEK ENDING SUNDAY		GRAND TOTAL		
	CLIENT	DEPT.	COMPANY NAME	/ /	REG. HOURS	OVERTIME	
AUTHORIZED SIGNATURE	TITLE	ADDRESS	CITY	HRS	MIN	HRS	MIN
IS THE EMPLOYEE CONTINUING THIS ASSIGNMENT? <input type="checkbox"/> YES <input type="checkbox"/> NO			TOTAL HRS. TO NEAREST QUARTER				

**PAYROLL / TIMESHEET FAX: 212-986-7286**

**Terms and Conditions:**

We certify that the hours indicated are correct, that the work performed was satisfactory and that the person signing is authorized to sign on behalf of the client ("CLIENT").

CLIENT agrees that the obligation of EXECU|SEARCH ("EXECU|SEARCH") to CLIENT is limited to assigning employees with certain skills and abilities and, with regard to such employees, to maintaining personnel and payroll records; calculating and paying wages; withholding and remitting payroll taxes and other government-mandated charges (including workers' compensation); hiring, assigning, reassigning, counseling, disciplining and discharging; and handling work-related claims and complaints. CLIENT recognizes that EXECU|SEARCH has an employer/employee relationship with temporary personnel assigned to CLIENT and agrees to discuss all matters concerning their employment, job assignments, pay procedures, etc. with EXECU|SEARCH. CLIENT agrees that in the event an assigned employee works for CLIENT more than 40 hours in any work week, CLIENT will pay EXECU|SEARCH one-and-a-half times the agreed-upon billing rate for the assigned employee for all hours worked in excess of 40 in any work week.

We understand that EXECU|SEARCH has incurred substantial recruitment, screening, administrative and marketing expense in providing the services of the temporary employee identified on the reverse side. We agree neither directly or indirectly to hire nor to use the services of the temporary employee within one (1) year after the last date of the assignment of the employee to us. In the event we or any of our affiliates, or any company to whom we assign or refer this person, either (i) employ this person on permanent or temporary basis, (ii) use this person's services in a consulting or freelance capacity, or (iii) use this person's services through another temporary service with one (1) year after this person's temporary assignment, we agree to pay EXECU|SEARCH a fee equal to the amount determined by multiplying the total annualized compensation rate of the employee in any new capacity times a percentage equal to the sum of: (a) one percent for each one thousand dollars of such annualized compensation rate and (b) one (1%) percent, not to exceed thirty (30%). (For example, if the annualized compensation rate was \$20,000, the fee would be \$4,200 (\$20,000 times 21% (20% and 1%)).

CLIENT has not and will not entrust EXECU|SEARCH employees with unattended premises, cash, checks, keys, credit cards, merchandise, confidential or trade secret information, negotiable securities or instruments, or other valuables or will not authorize such employees to separate machinery or motor vehicles without prior written permission from EXECU|SEARCH. EXECU|SEARCH is not responsible to client or others for claims made under its fidelity bond, unless such claims are reported to EXECU|SEARCH in writing by CLIENT within thirty (30) calendar days after occurrence. Under no circumstances will EXECU|SEARCH be responsible for claims arising from work performed by EXECU|SEARCH's temporary employees unless such claims are reported in writing to EXECU|SEARCH by the CLIENT immediately upon discovery, but in no event later than ninety (90) calendar days after the last date of the temporary employee's assignment to the CLIENT.

CLIENT agrees that if any invoice is not paid with 14 calendar days from invoice date, interest shall accrue at the rate of 1.5% per month, or the highest rate permitted by law, whichever is lower. In the event it becomes necessary for EXECU|SEARCH to initiate legal action to recover any past due invoices, EXECU|SEARCH shall be entitled to recover the costs of such judicial action, including attorney's fees.

The Employee

In consideration of my hiring and employment by EXECU|SEARCH, I agree not to accept employment directly or indirectly, whether full-time or part-time, with any CLIENT of EXECU|SEARCH to whom I am assigned, and for a period of one (1) year following completion of any assignment with the CLIENT, I agree not to accept assignment to work for such CLIENT, either directly or as the employee of a third party. I acknowledge that I am responsible for the accuracy of this time sheet and that no adjustments or changes may be or have been made after completion by EXECU|SEARCH's client.