

5075 Shoreham Place, Ste. 235 • San Diego, CA 92122
 (858) 597-1170 Fax: (858) 587-0518

Week Ending _____
 Date: _____

(Sunday)

SOCIAL SECURITY NO. _____

EMPLOYEE NAME: (Print) _____

EMPLOYEE SIGNATURE: _____

	IN		OUT		HOURS			PARKING	INITIAL
	IN	OUT	IN	OUT	REG.	O.T.*			
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									
TOTAL									

Assignment completed: Yes No

* More than 8 hrs. in 1 day
 HAVE SUPERVISOR INITIAL O.T. and/or PARKING

STREET _____

CITY/STATE _____

ZIP _____

TO INSURE YOUR CHECK BEING SENT ON TIME, MAIL YOUR TIME CARD EACH FRIDAY NIGHT TO: 5075 Shoreham Place, Ste. 235, San Diego, CA 92122 **NO CARBON NEEDED**

NAME OF CLIENT FIRM _____

AUTHORIZED SIGNATURE _____

TEMPORARY HELP AGREEMENT
 Undersigned client and Legastaff agree as follows: (1) The Employee whose name appears on the left side of this time card is the employee of Legastaff; (2) Should Client (including its successors or affiliates) employ on Client's payroll the said Employee within 180 days of the last date of temporary service performed by said Employee, a placement fee of 18% of the annual salary offered said Employee by Client shall be payable to Legastaff by Client; (3) Should collection become necessary for either temporary services or the placement fee, Client agrees to pay all costs of collection, including reasonable attorney fees and costs incurred; (4) All invoices not paid within 30 days of the start date of the assignment shall be subject to a service charge of ten percent (10%) of the total amount due; (5) Client agrees that signing this Time Card constitutes approval of the work of the Employee and the hours, regular and overtime, listed hereon; (6) **CLIENT FURTHER AGREES TO THE TERMS AND CONDITIONS RE TEMPORARY SERVICES RECEIVED FROM LEGALSTAFF**, said terms and conditions being incorporated herein and made a part hereof.
 I certify that I am an authorized agent of Client and empowered to bind client to the above Agreement and that the hours reported hereon by Employee are accurate, including overtime and parking charges which are initialled by me.