



WEEKLY TIME SHEET

Employee Name: _____ Week Start Date: _____

Company: _____ Week End Date: _____

Company Address: _____ Supervisor: _____

Please hold my paycheck, so I may pick it up Please pay me by direct deposit as so authorized
 Please mail my paycheck

Date	Start Time	End Time	Lunch Time	Total Hours
Weekly Total:			XXXXXXXXXX	

Temporary Employee Services Agreement

Marc Z Legal Staffing (hereinafter Marc Z Legal) provides temporary employees to client companies under the terms and conditions contained in this agreement. The signature on this time card acknowledges client's acceptance of the following:

Marc Z Legal guarantees client satisfaction with its temporary employees for the first four hours of the assignment. If the temporary employee is not performing the job satisfactorily, the client must notify Marc Z Legal within that time period in order to avoid any charges.

A Marc Z Legal temporary employee cannot be recalled or hired as a permanent employee or independent contractor without first notifying Marc Z Legal and giving Marc Z Legal the opportunity to present the offer to the temporary employee.

If the temporary employee, during the assignment or within one year of the last working day of the assignment accepts a position as an employee or independent contractor with the client, the client will pay Marc Z Legal the permanent fee schedule, unless otherwise agreed.

The client will not entrust Marc Z Legal temporary employee with unattended premises or any part thereof, handling of cash, negotiables or any other valuables without Marc Z Legal's prior written approval and then only if the temporary employee's specific duties require such activities.

Unless assigned specifically for the purpose, the client shall not authorize or cause Marc Z Legal employees to operate machinery, automobiles, trucks or other automotive equipment without first obtaining written consent from Marc Z Legal. It is acknowledged, understood and agreed that insurance furnished by Marc Z Legal does not cover physical loss or damage caused by the operator of client's equipment, vehicles, automobiles or trucks by Marc Z Legal employees. It is further agreed that the client shall accept full

responsibility for bodily injury, property damage, fire, theft, collision or public liability damage claims while a Marc Z Legal employee is operating the client's vehicle, whether owned or rented.

All hours worked over 40 hours per week will be deemed as overtime and billed at time and a half. Candidates are paid a minimum of four hours per day. Billing will follow the same guideline. The client will be billed for the hours listed. The client agrees that payment charges for a temporary employee are due to Marc Z Legal upon receipt of the invoice. Make no payment directly to a Marc Z Legal temporary employee.

Each invoice and time sheet will evidence a contract. In the event you fail to pay any Marc Z Legal invoice, in full, when due, or otherwise fail to abide by any of the Conditions of Assignment, you agree to pay, in addition to any outstanding invoice amount, all costs of collection, including reasonable attorneys' fees, whether or not suit is initiated.

The client will pay interest at the rate of 1½ % per month (18% per annum) on any charges remaining unpaid 15 days after the invoice date.

Supervisor Signature: _____ Date: _____

I certify I have worked these hours and I will not accept a permanent or independently contracted position with any company for which I worked as a Marc Z Legal Staffing temporary employee without first notifying Marc Z Legal Staffing. I acknowledge that this time card is the proof of my hours worked and that I must submit this timecard to Marc Z Legal Staffing within three days of the last day worked, in order to be paid.

Employee Signature: _____ Date: _____