



# LEGAL NETWORK

Legal Recruiting and Placement

8150 North Central Expressway, Suite 900

Dallas, Texas 75206

Phone (214) 777-6400

Fax (214) 777-6477 or (214) 751-7653

# TIME SHEET

**\*\*\* All time cards must be received by FRIDAY NO LATER THAN 6:00 PM \*\*\***

Week Ending, Friday \_\_\_\_\_, \_\_\_\_\_, 20\_\_\_\_  
(Month) (Day) (Year)

**PLEASE PRINT**

**HOURS WORKED**

| Client Name  |             | Mon | Tues | Wed | Thurs | Fri                         | Sat | Sun |
|--|-------------|-----|------|-----|-------|-----------------------------|-----|-----|
| Report To  | Date        |     |      |     |       |                             |     |     |
| Address  | Time In     |     |      |     |       |                             |     |     |
| City/State   | Time Out    |     |      |     |       |                             |     |     |
| Zip Code   | Less: Lunch |     |      |     |       |                             |     |     |
|  | Total Hours |     |      |     |       |                             |     |     |
| <b>Note: Use &amp; input time in decimals to nearest Quarter Hour. Example: (.25=15 Mins.; .75=45 Mins.)</b> |             |     |      |     |       | <b>Total Hours for Week</b> |     |     |

Employee's Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

**Checks will be mailed.**

I agree that the hours shown on this time sheet are correct, and that I have performed the service. I understand the terms and conditions set forth in this form and agree to abide by them.

Employee's Signature: \_\_\_\_\_

I agree that times indicated above are accurate and the work was performed satisfactorily. Signature indicates terms as shown below have been read and agreed upon:

Company Name: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

**Overtime** is paid on hours worked over 40 per week for non-exempt employees and paid and billed at time and a half. No paychecks will be issued without Legal Network having a signed time sheet in its possession. Overtime must be approved by client prior to being worked.

**Minimum Hours: 4 Hours per day**  
**Advances: Do Not Advance Money**

### Employee's Terms and Conditions

I understand that my work will be assigned and supervised by Legal Network's Client. I also understand that as a Legal Network employee, I am not authorized to operate automotive equipment or machinery (other than office machines) or to perform any heavy or industrial labor. I further understand that as a Legal Network employee, I am not authorized to handle cash, negotiables or other valuables without written consent of Legal Network, and under no circumstances am I allowed to act as transport of same. I agree to notify my Legal Network contact immediately, should I be offered direct employment by a client (or by a referral of the client to any subsidiary of affiliated company) either for a full-time or temporary position within a one year period after the last day of any assignment. I further understand that I will not be charged a fee by Legal Network. I agree to notify Legal Network immediately following separation of employment (voluntary or involuntarily) of my availability by the end of the first business day after the day I have been separated in order to seek reassignment to a new position. If I fail to do so, I will be deemed to have voluntarily quit my employment relationship with Legal Network by failing to report for further assignments as specified and under State law. I may be denied unemployment insurance benefits. Reassignment cannot be guaranteed.

### Client's Terms and Conditions

In consideration for the furnishing of services by LEGAL NETWORK, Client and LEGAL NETWORK hereby acknowledge, understand and agree to the following:

Client shall pay invoices upon receipt and shall pay all reasonable attorney fees and other costs and expenses of collection incurred by LEGAL NETWORK in enforcing this agreement. Client shall not directly, indirectly or refer Legal Network's temporary employee for employment until one (1) year after the temporary employee's last day of work for the client without a full fee being due to Legal Network as described in Legal Network's terms and fees. Client shall not allow a LEGAL NETWORK employee to operate machinery or vehicles, without prior specific written consent from LEGAL NETWORK. LEGAL NETWORK'S insurance will not cover physical loss or damage caused by a temporary employee's operation of Client's machinery or vehicles. Client will hold LEGAL NETWORK and its temporary employees harmless from any loss or liability arising from the operation of Client's machinery and vehicles. Client warrants that client complies with all occupational safety and health laws and regulations. Client shall not allow LEGAL NETWORK employees to handle cash, negotiables, or other valuables or to be entrusted with otherwise unattended premises unless a specific exception to this provision is made in writing by LEGAL NETWORK. Under no circumstances will LEGAL NETWORK or its insurers be responsible for any claims of employee dishonesty or misconduct unless such claims are reported to LEGAL NETWORK within ten (10) days of the occurrence and Client cooperates fully in the investigation and prosecution of such claim. Client agrees not to advance cash, building access cards, keys, or valuables to any LEGAL NETWORK employee and waives any right that it might claim to offset or recoup any such advances actually made against any amount owed to LEGAL NETWORK. Work Supervision of all employees provided by Legal Network on Client's premises shall be Client's full responsibility. Legal Network does not guarantee work product.

No oral statement shall modify or affect the foregoing terms and conditions.