



Please indicate which office you work with and fax this page to that office:

- New York**
 1140 Ave of the Americas
 New York, NY 10036
 Tel: 212.921.2200
 Fax: 212.354.9530

EMPLOYEE SIGNATURE										
PRINT EMPLOYEE NAME										
SOCIAL SECURITY NUMBER										
COMPANY										
PRINT SUPERVISOR'S NAME										

Client Address _____

Telephone # _____ Department _____

Supervisor—Please handwrite approved hours _____

I have read, understand and agree to comply with all terms and conditions stated on the back of this time sheet. My signature certifies that ① hours shown are correct, and ② work was done satisfactorily.

AUTHORIZED COMPANY SIGNATURE _____

TITLE _____ DEPT. _____ DATE _____

TIME SHEET

1. Write total hours worked for each day.
2. Round up or down total daily hours worked to nearest quarter hour.
3. Do not write time started or time finished using military time.
4. Fax time sheet by Monday at 12 noon.
5. Original time sheet must be received before check can be issued.
6. Time sheets can be downloaded at www.updatelegal.com/downloads.

REPORT TO NEAREST 1/4 HOUR—TOTAL HOURS

DAY	DATE	TIME STARTED	TIME FINISHED	LESS BREAKS	TOTAL
MON					
TUES					
WED					
THUR					
FRI					
SAT					
SUN					
★ TOTAL					

- HOLD MY CHECK/DIRECT DEPOSIT STUB
 MAIL MY CHECK/DIRECT DEPOSIT STUB

TERMS AND CONDITIONS

The signature by a representative of company ("Client") on this time sheet certifies that Client understands and agrees to comply with the Terms and Conditions stated below.

- (1) The individual signing this time sheet is authorized to do so on Client's behalf.
- (2) The hours documented as being worked by the named employee ("Employee") are correct and Employee's work was performed satisfactorily.
- (3) Client agrees to pay Update Graphics ("Update Graphics") at the agreed upon regular hourly billing rate for the first 40 hours worked by Employee during the workweek as indicated on this time sheet.
 The workweek is Monday through Sunday, beginning at 12:01 a.m. Monday and ending at midnight on the following Sunday. If Employee is entitled to overtime compensation and works more than 40 hours in a workweek, Client agrees to pay Update Graphics one and one-half times the Employee's agreed upon regular hourly billing rate for each and every hour worked in excess of 40 hours during the workweek. If Employee is not entitled to overtime compensation and works more than 40 hours in a workweek, Client agrees to pay Update Graphics the Employee's agreed upon regular hourly billing rate for all hours worked by Employee during the workweek.
 If Employee is working in California, overtime pay is paid in accordance with California's Eight-Hour-Day Restoration and Workplace Flexibility Act of 1999. If Employee is entitled to overtime pay, Client agrees to pay Update Graphics one and one-half times the Employee's agreed upon regular hourly billing rate for all overtime hours worked during the workweek for which Employee is paid one and one-half times his/her regular hourly pay rate and two times the Employee's agreed upon regular hourly billing rate for all overtime hours worked during the workweek for which Employee is paid two times his/her regular hourly pay rate.
- (4) Client agrees to not directly or indirectly employ, or other than through Update Graphics, use the services of Employee on a temporary or permanent basis for a period of 180 days from the last date Employee worked on a temporary employment assignment for Client. If Client directly or indirectly employs Employee on a temporary or permanent basis, uses Employee's services on a consulting or independent contractor basis, or uses Employee's services through a third party within said time period, Client agrees to pay Update Graphics a fee equal to 25% of the total estimated gross compensation to be earned by Employee during Employee's first 12 calendar months of employment with Client.
- (5) Client shall remain obligated to pay Update Graphics for all hours worked by Employee at the applicable hourly billing rate even if Employee leaves the temporary employment assignment prior to its completion.
- (6) Update Graphics guarantees satisfaction with the services provided by Employee and extends a 4-hour guarantee period. If Client is not satisfied with Employee's work performance, Client will not be billed for the first 4 hours worked by Employee, provided that (a) Update Graphics replaces Employee and (b) Update Graphics is contacted within the first 4 hours worked by Employee.
- (7) Update Graphics has an employer-employee relationship with Employee, and Client agrees to discuss all matters relating to Employee directly with Update Graphics.
- (8) Client will not entrust Employee with unattended premises, cash, negotiable securities or instruments, or other valuables or authorize Employee to operate machinery or motor vehicles without prior written permission from Update Graphics. Because Update Graphics' insurance coverage does not cover loss or damage caused by Employee's operation of Client's owned or leased motor vehicles, Client thereby accepts full responsibility for claims, including the defense thereof, and will indemnify and hold Update Graphics harmless from any such claim arising out of Employee's operation of such vehicle or a breach of the foregoing inclusive of liability resulting from bodily injury, property damage, fire, theft, collision, cargo damage or other public liability damage.
- (9) Update Graphics shall not be responsible to Client or others for claims made under Update Graphics' fidelity bond, unless such claims are reported in writing to Update Graphics by Client within 30 days of the occurrence of an act which may be covered by the fidelity bond.
- (10) Update Graphics shall not be responsible for claims arising from work performed by Employee unless such claims are reported in writing to Update Graphics by Client within 90 days of the last date that Employee worked on a temporary employment assignment for Client.
- (11) Client shall indemnify Update Graphics from claims or liabilities pursuant to the Occupational Safety and Health Act governing the premises owned or controlled by Client at which Employee is working during his/her temporary employment assignment.