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| legal.jpg | **TIMESHEET**Fax or email no later thanMonday 10:00am AEST.Fax: 215-568-7194Email: info@legalsearchonline.com |
| PLEASE ENSURE YOU SELECT YOUR STATE: |
| [ ]  PA |  [ ]  NJ | [ ]  DE |
| Client |  | Employee Name |  |
| Address |  | Week Ending |  |
|  |
| SUMMARY OF HOURS WORKED |
|  | Date | Time Started | Time Finished | Time for Meals | Hours Worked | OT |
| Mon |  |  |  |  |  |  |
| Tue |  |  |  |  |  |  |
| Wed |  |  |  |  |  |  |
| Thur |  |  |  |  |  |  |
| Fri |  |  |  |  |  |  |
| Sat |  |  |  |  |  |  |
| Sun |  |  |  |  |  |  |
| Total Hours Worked |  |  |
|  |
| Client Signature |  | Position |  | Date |  |
|  |
| I certify that the number of hours set forth above is accurate and that services have been provided for the hours indicated and those services have been satisfactorily completed by the Temporary Personnel. By signing above, I agree to arrange payment to Legal Search for the services provided according to the Terms of Business which I have received and accepted as governing this transaction. |
| I understand and agree that, as a condition of the services being provided by Legal Search, the Terms of Business govern all Temporary Personnel assignments and these terms are incorporated by reference as if fully set forth herein. Unless the Temporary Personnel were required to leave early due to illness, emergency or personal necessity, I understand and agree that I am responsible for payment of the daily minimum assignment period of four (4) hours, regardless of whether Temporary Personnel have worked the entire daily minimum assignment period. I also understand and agree that additional loadings may be payable for hours worked on Saturdays, Sundays or Public Holidays in accordance with any applicable industrial instrument.In accordance with the Terms of Business I acknowledge that:a) Legal Search may review its fees from time to time and may vary the fees in accordance with the Terms of Business;b) Legal Search will issue a tax invoice each week;c) The Temporary Personnel’s timesheet will form the basis of Legal Search invoice;d) Legal Search will not be liable for any failure, default, act or omission of the Temporary Personnel;e) If the Temporary Personnel is directly or indirectly engaged on a permanent, temporary, or consulting basis within 12 months of the end of any Temporary Personnel's engagement with Legal Search, a conversion fee or contract fee in the amount of 20% of the first year’s salary is payable to Legal Search at the time of the engagement by the client. Legal Search reserves the right to amend its scale of fees at its discretion from time to time; andf) If the Temporary Personnel is allocated to another business, introduced, or information regarding the Temporary Personnel is passed to a third party resulting in the temporary or permanent engagement of the Temporary Personnel by another business within 12 months of the end of the original engagement, a fee in the amount of 20% of the first year’s salary is payable to Legal Search by the client. Such engagement will not attract a guarantee period or be subject to a discount. If candidate is hired or transfers to a business or entity not related to client, the 20% of the first year’s salary shall be payable by the candidate or the candidate’s new employer. |
| The Temporary Personnel provided by Legal Search is deemed at all times to be under the control and direction of the Client during the term of the engagement. No liability will be accepted by Legal Search for the negligence, dishonesty, misconduct or lack of skill of the Temporary Personnel. In the event of any conflict between the timesheet(s) and the Terms of Business, I agree that the Terms of Business will control. |