


EMPLOYEE NAME	EMPLOYEE SOCIAL SECURITY #	REPORT ALL TIME TO NEAREST ¼ HOUR. For example: 7:53am to 8:07am: report as 8:00am; 8:08am to 8:23 am: report as 8:15am				
 SHUART & ASSOCIATES LEGAL SEARCH CONSULTANTS						
Phone: (504) 836-7595 • Fax: (504) 836-7039 650 Poydras Street, Suite 1400 • New Orleans, LA 70130		DAY	DATE	TIME IN	TIME OUT	HOURS WORKED
EMPLOYEE INSTRUCTIONS 1) Please complete this time sheet accurately and have it signed by the authorized representative of the Client Company you worked for this week. No client signature/approval may result in payroll being held or delayed until approval for the dates/times are obtained. 2) Give a copy to the Client Company's representative who signed and retain a copy for yourself. 3) Scan/email (info@shuart.com) or fax (504.836.7039) the original to Shuart & Associates on the last day of the work week. Indicate below how you would like your paycheck delivered. If you choose direct deposit, you must submit the direct deposit form and a voided check with your first time sheet. If no box is checked, your check will be mailed to the current address on file. <input type="checkbox"/> U.S. Mail <input type="checkbox"/> Direct Deposit		MON				
		TUES				
		WED				
		THURS				
		FRI				
		SAT				
		SUN				
		REGULAR HOURS		OVERTIME HOURS <small>OT is paid only after 40 hours are worked in a single week.</small>		TOTAL HOURS WORKED
CLIENT NAME		EMPLOYEE SIGNATURE				
DEPARTMENT/PERSON WORKED FOR		I certify that the named Shuart & Associates' employee worked the hours listed on this time sheet, and I accept the terms and conditions set forth below. <hr/> CLIENT SIGNATURE _____ DATE _____				
POSITION						
Are you returning to this assignment? <input type="checkbox"/> Yes <input type="checkbox"/> No						

BILLING TERMS AND CONDITIONS

- 1) It is understood that the supervisor signing this time sheet is an authorized representative of the Client Company. Client Companies are billed weekly for the services of Shuart's contract employees. Time in excess of 40 hours per week will be billed at one and one-half times (1.5) the normal billing rate.
- 2) The employee noted above is an employee of Shuart and shall not be deemed to be the employee of the Client Company. Shuart warrants that its employee is adequately covered by workers' compensation insurance and that it assumes total responsibility to pay all applicable Federal, State, and local employment and withholding taxes, social security, medicare, federal and state unemployment insurance, and like charges.
- 3) Shuart guarantees the satisfaction of the Client Company with our employee's services by extending a four (4) hour guarantee period. If, for any reason, the Client Company is dissatisfied with employee assigned to it, Shuart will not bill for the first four (4) hours worked, provided that Shuart replaces the individual assigned. Unless Shuart is notified within the first four (4) hours of the beginning of the assignment, we will assume that our employee is satisfactory and that all of these conditions are agreed to.
- 4) Unless Shuart is notified of an unsatisfactory employee within the first four (4) hours of the beginning of an assignment, the employee is guaranteed a minimum of four (4) hours of continuous employment upon reporting for a job assignment.
- 5) Our employee will present this time sheet to the Client Company's authorized representative for verification and signature at the end of each week. This signature indicates the Client Company's agreement with all of these BILLING TERMS AND CONDITIONS. Our compensation to our employee is on a weekly basis, and the Client Company will be billed for the total hours worked. Because Shuart invoices reflect payroll we have already paid, the Client Company agrees with our TERMS which are NET UPON RECEIPT. Unpaid balances over 30 days are subject to a service charge of 1½% per month (18% per year).
- 6) Shuart and its employees understand that they are not authorized to incur any expense on behalf of the Client Company without that company's prior written consent.
- 7) After evaluating the performance and potential of our employee on the job, the Client Company may wish to employ such employee directly. In this event, a conversion fee will be due to Shuart from the Client Company. The conversion fee will be charged in accordance with our standard rates at the time of the conversion. The Client Company is obligated to notify Shuart of the future date when the conversion will be effective. TERMS for conversion fees are NET 10 DAYS. Unpaid balances over 30 days are subject to a service charge of 1½ % per month (18% per year).
- 8) In the event that the Client Company fails to pay Shuart's charges when due (whether for temporary services or conversion fees), then Shuart will seek the total amount due plus interest, court costs, reasonable attorneys' fees, and any and all other remedies allowed under Louisiana law.
- 9) It is understood that the Client Company will not authorize a Shuart employee to operate machines or automotive equipment other than office machines. It is further understood that Shuart will not grant permission for its employees to operate such equipment. The insurance provided by Shuart does not cover physical loss, damage, or liability caused by the operation of the client's machines or automotive equipment. It is agreed that the client accepts full responsibility for bodily injury, property damage, fire, theft, collision, or public liability damage claims, any of which may be caused as a result of an accident while a Shuart employee is operating machinery or driving the Client Company's vehicle, whether owned or rented.
- 10) The Client Company will not entrust a Shuart employee with the handling of cash, negotiables, or other valuables without the written consent of Shuart, and then only when the employee's specific duties necessitate such an activity. It is understood that under no circumstances will Shuart be responsible for claims made under Shuart's fidelity bond unless such claims are reported in writing to Shuart by the Client Company within ninety days after termination of the temporary assignment.
- 11) The Client Company agrees that it (including related subsidiaries, partnerships, corporations, affiliates, or clients) or its employees will not, without Shuart's written permission, hire or refer our employee on either a direct hire, contract, or temporary basis for a period of twelve (12) months after the last day of any assignment.
- 12) Proper venue for any action based on a contract entered into in Louisiana will be Jefferson Parish, Louisiana.