

TIME RECORD



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 www.thelarkogroup.com

CLIENT COMPANY
 NAME (PRINT) _____

REPORT TO _____

ADDRESS _____

CITY, STATE _____ ZIP _____

EMPLOYEE'S
 NAME (PRINT) _____

MY PAYCHECK SHOULD BE: MAILED
 HELD FOR PICKUP

IS YOUR ASSIGNMENT
 COMPLETED? YES NO LAST DAY _____

I CERTIFY THE HOURS SHOWN ON THIS TIME RECORD ARE CORRECT, AND I PERFORMED
 THE SERVICE. I HAVE READ THE EMPLOYEE'S TERMS & CONDITIONS ON THE REVERSE
 SIDE OF THIS FORM AND AGREE TO ADHERE TO THEM.

EMPLOYEE'S
 SIGNATURE _____

HOURS WORKED					
	DATE	TIME IN	TIME OUT	LESS LUNCH TIME	TOTAL HRS. FOR DAY
SUNDAY					
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
ENTER TIME TO NEAREST QUARTER (.00, .25, .50, .75)				TOTAL NUMBER HOURS WORKED	

I certify the hours indicated are correct, and that the work performed was satisfactory.

FOR: _____
 Name of Company

 Client Contact (print)

BY: _____ DATE: _____
 Client's Signature

Our employee is assigned to you upon the terms and conditions stated on the
 reverse side of this form. Your signature hereon verifies that you have read and
 accepted those terms and conditions. NOTE: There is a four (4) hour minimum
 billing for any day a temporary employee works in your office.

WHITE-Return to The Larko Group YELLOW-Client Copy PINK-Employee Copy

CLIENT TERMS & CONDITIONS

1. Our compensation to our employees is on a weekly basis and you will be billed weekly for the total hours worked. Because The Larko Group invoices reflect payroll we have already paid, you agree with our TERMS which are payable upon receipt. A late payment charge of 1.5% per month will be charged to accounts not paid within 30 days.
2. The person assigned is an employee of The Larko Group and shall not be deemed your employee. The Larko Group warrants that its employees are covered by worker's compensation insurance and that it assumes total responsibility to pay all applicable Federal, State, and Local withholding taxes, Social Security and Unemployment Compensation charges.
3. The Larko Group and its employees understand that they are not authorized to incur any expenses on your behalf without your prior written consent.
4. It is understood that The Larko Group employees are not authorized to operate machinery (other than office machines), or automotive equipment. It is further understood that The Larko Group will not grant permission for its employees to operate said equipment or vehicles. The insurance furnished by The Larko Group does not cover physical loss, damage or liability caused by the operation of your automotive equipment. The undersigned accepts full responsibility for bodily injury, property damage, or any other loss of whatever nature resulting from an accident while The Larko Group employee is driving the undersigned's vehicle, whether owned or rented, or operating prohibited equipment.
5. Supervision of The Larko Group employee's work on your premises is your responsibility.
6. Charges for hiring a Larko Group employee: The assigned person is an employee of The Larko Group and is referred to your company on a temp basis. You agree that your company, or any of its divisions, subsidiaries, affiliates or successors, unless written approval by The Larko Group is first obtained, will not offer employment to this person on either a permanent or temporary basis for at least one year following the last day of any assignment. If your company, or any of its divisions, subsidiaries, affiliates or successors employs this person on its payroll, or in a consulting capacity, within the aforesaid one year period your company, or division, subsidiary, affiliate or successor agrees to immediately pay The Larko Group a conversion fee equal to that certain percentage of the employees' annualized starting salary as set forth below. Payments made or due to The Larko Group prior to hiring the employee with your organization will not be applied to this fee.

FEES: Based On Annual Total Estimated First Year Earnings		
Less than \$30,000		25%
\$30,000 and above		30%
7. In the event that you fail to pay all charges when due (whether for temporary services or conversion fees) and litigation results, then you will pay to The Larko Group all litigation costs plus a reasonable attorney's fee.

