

eStaff Inc.

1 PENN PLAZA, 36th Floor
New York NY 10119
(212) 786-7508

EMAIL: timesheets@estaffny.com

Week Ending Sunday _____ / _____ / _____

Firm _____

Department _____

Employee Name _____

Job Title:

- Secretary
- WP Operator
- Paralegal
- Proofreader
- Attorney
- Other _____

Day	Date	In	Out	Less Break	Daily Total
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Weekly Total:					
Overtime Hours (Weekly Total minus 40)					

EMPLOYEE:

I certify that these hours worked by me during the week ending shown above, and were properly verified by an authorized representative of the client.

Employee
Signature _____

CLIENT:

By signing below, it is agreed that the hours shown are correct and Client agrees to the provisions below.

Client Authorized Signature _____

Print Authorized Signature _____

Contract and Conditions of Sale

EStaff Inc guarantees **CLIENT** satisfaction with its employee's services by extending **CLIENT** a half-day (4 hour) guarantee period. If for any reason **CLIENT** is dissatisfied with the Temporary Employee assigned to **CLIENT** during the first four hours worked, **EStaff Inc** will not charge for those hours worked. **EStaff Inc** will not charge for such hours. After the first four hours worked, **CLIENT** agrees that the Temporary Employee assigned is satisfactory and **CLIENT** will pay for the total hours shown for the Temporary Employee at the hourly rate quoted, even if the temporary Employee does not return for any additional work. If within the next 180 days, **CLIENT** or any affiliate or employee if **CLIENT** or any party with which **CLIENT** shares office space, employers or contracts this or any future Temporary Employee assigned by **EStaff Inc** directly or indirectly or through another temporary service, it shall be deemed to be as a result of **ESTAFF INC** referral and assignment of such Temporary Employee to **CLIENT** and a contractual placement fee shall immediately become due by **CLIENT** to **EStaff Inc** computed at the standard rate of 1% per each \$1,000 to a maximum of 30% of the starting annualized wage (the regular starting weekly wage x 52 weeks) paid to or for such former **EStaff Inc** Employee. Such fee payable to us shall not be less than \$7500.

CLIENT agrees to indemnify and hold harmless **ESTAFF INC** its officers and employees from and against any and all claims, losses, judgments, liabilities or claims for attorneys fees arising out of or resulting from: (a) the Temporary Employee's use or operator of **CLIENT's** owned, non-owned or leased vehicles, machinery or equipment; and (b) any negligence, wrongful acts or breaches of this Agreement by **CLIENT** or by any other person.

CLIENT agrees that it will not entrust **EStaff Inc** Temporary Employees with unattended premises, cash, checks, negotiable instruments or other valuables without the prior written agreement of **EStaff Inc**, and then only under **CLIENTS** direct supervision.

CLIENT acknowledges that **EStaff Inc** is an Equal Employment Opportunity employer, and agrees that it shall not harass, discriminate against or retaliate against any Temporary Employee because of his or her race, national origin, age, sex, disability, sexual orientation, marital status, or other category protected by law, nor shall **CLIENT** cause or request **EStaff Inc** engage in such discrimination.

CLIENT agrees to supply a safe and suitable workplace for **EStaff Inc** employees and shall be solely responsible for complying with all applicable federal and state occupational safety and health laws and regulation, including training, supplying protective equipment and providing information warnings and safety instructions.