

ASSIGNMENT IS CONTINUING

ASSIGNMENT IS FINISHED

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PLACEMENT NUMBER

WEEK
ENDING
SATURDAY

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Instructions

1. Client must keep original for records.
2. Client has 21 days from the date of the invoice to correct any differences between time worked and time billed.
3. Employee must fax time sheet to Strictly Legal no later than 2:00pm on Monday for paycheck to be available on Friday of the same week. Time sheets received after 2:00pm on Monday will be processed the following week. Checks will not be released unless time sheet is complete, signed by employee, and approved by client.
4. Employee is encouraged to keep a copy of time sheet for their own records.

Note: If a mailed check is not received, employees must wait 15 business days for its return to Delta Dallas or pay a \$28 fee to stop payment on the check and have a replacement check issued sooner.

Print Name

STRICTLY LEGAL, L.P.

PHONE (972) 788-2300 / FAX (972) 702-0110

TOTAL HOURS TO NEAREST 1/4 HOUR

DAY	DATE	TIME IN	LUNCH OUT	LUNCH IN	TIME OUT	TOTAL
SUN						
MON						
TUE						
WED						
THU						
FRI						
SAT						

EMPLOYEE STATEMENT: When this assignment ends, I agree to contact Strictly Legal immediately for further assignments. I understand that if I fail to contact Strictly Legal, I may be considered to have left work voluntarily without cause and unemployment benefits may be denied. I further agree that I will not accept any employment duties with the Client or service the Client (including any successor in interest) through another personnel agency for a period of 1 year after this assignment ends without Strictly Legal's written consent. I hereby certify that I have sustained no injury on this assignment and the days and hours I have indicated are true and correct.

Employee Signature _____

NEW CONTACT INFORMATION: Address: _____

Phone #: _____

TOTAL HOURS WORKED	
STRAIGHT TIME	_____
OVERTIME	_____
CLIENT STATEMENT: I hereby certify that the above hours are accurate and that Strictly Legal's field employee is entitled to be paid accordingly. I acknowledge and agree that these services were performed in accordance with the terms and conditions set forth below.	
SUPERVISOR'S SIGNATURE _____	
PRINTED CLIENT NAME _____	

Please contact Delta Dallas Payroll at 972-788-2300 with any questions regarding this process.

1. Client shall pay all invoices within 7 days of receipt to Strictly Legal, L.P. at 14001 N. Dallas Pkwy., Suite 1200, Dallas, Texas 75240. Client shall not advance cash or valuables to Strictly Legal's field employee and shall have no right whatsoever to offset or recoup any such advances against any amounts owed to Strictly Legal.
2. Client shall comply with all laws, rules and regulations of duly constituted government bodies concerning Strictly Legal and its field employees and agrees to indemnify and hold Strictly Legal harmless from any and all damages, claims, suits, demands, or other causes of action which may arise or be asserted against Strictly Legal.
3. Client shall not permit or cause the field employee to perform any work activities other than those specifically set forth in Strictly Legal's Work Order Verification. Regardless of the work activities set forth in Strictly Legal's Work Order Verification, client shall not permit or cause the field employee to operate any motor vehicle or machinery without first executing a Vehicle or Machinery Operator Release Agreement.
4. Client acknowledges that no insurance is provided by Strictly Legal covering physical loss or damage to Client's vehicles, machinery, equipment, merchandise or materials that are in the care, custody or control of Strictly Legal's field employee. In the event of injury to the field employee while on assignment to Client where Client assumes responsibility for Workers' Compensation insurance coverage, Client shall indemnify Strictly Legal from any liability to the field employee arising out of the negligence of Client.
6. Client shall not permit or cause the field employee to handle cash, negotiables, or other valuables of any kind without Strictly Legal's written permission. If permission is given, the field employee cannot be left unattended. Client accepts full responsibility if the field employee is left unattended.
7. Strictly Legal shall process claims arising from the dishonesty or misconduct of the field employee only if such claims are reported directly to Strictly Legal by Client within ten (10) days after discovery of the occurrence. Client shall cooperate fully in any investigation and prosecution relating to such claims.
8. Strictly Legal guarantees Client satisfaction with the employee services by extending to Client a one-day (8-hour) guarantee period. If Client does not notify Strictly Legal of dissatisfaction before the end of the first 8-hour day and permit Strictly Legal to replace the field employee assigned, Client agrees that the field employee assigned is satisfactory.
9. Client understands that the assigned person is Strictly Legal's field employee and that Strictly Legal expends considerable effort and incurs substantial expense to recruit, screen, test and train its field employees to service clients. Client understands that he assigned person is contractually obligated to Strictly Legal, and Client agrees to contact Strictly Legal immediately if Client desires to employ the assigned person or to utilize the assigned person for any position through another personnel service agency servicing Client. Strictly Legal will discuss with Client its conversion fee. However, Client may not directly or indirectly hire the assigned person for any position for a period of 1 year after this assignment ends without Strictly Legal's written consent, and Client may not directly or indirectly utilize the services of the assigned person in any position through another personnel agency for a period of 1 year after this assignment ends. Client hereby agrees that if the Client breaches the above terms, or Client sells its business to a third party which breaches the above terms, Client will pay to Strictly Legal a settlement fee equal to the greater of \$1,000 or 1% per thousand dollars of the person's annualized compensation up to a maximum of 30% of annual compensation.
10. Client shall pay all reasonable attorney fees and other costs incurred by Strictly Legal in enforcing this Agreement.
11. No oral statement shall modify or affect the foregoing terms and conditions.