

LarsenBrown Staffing, LLC

210 East 23rd Street, 3rd Floor • New York, NY 10010
212) 696-5400 • Fax (212) 696-5401

HOLD CHECK

MAIL CHECK

WEEK ENDING

/ /

EMPLOYEE SIGNATURE											
PRINT EMPLOYEE NAME											
SOCIAL SECURITY NUMBER											

FIRST SHIFT

DATE	DAY	TIME STARTED	TIME FINISHED	LESS BREAKS	TOTAL
	MON				
	TUES				
	WED				
	THUR				
	FRI				
	SAT				
	SUN				
★ TOTAL					

SECOND SHIFT

DAY	TIME STARTED	TIME FINISHED	LESS BREAKS	TOTAL
★ TOTAL				

THIRD SHIFT & WEEKEND

DAY	TIME STARTED	TIME FINISHED	LESS BREAKS	TOTAL
★ TOTAL				

Employee Instructions

1. Write total hours worked for each day.
2. Round up or down total daily hours worked to nearest quarter hour.
3. Do not write time started or time finished using military time.
4. Time sheets can be downloaded at www.larsenbrown.com/downloads.

Client _____

Telephone _____ Department _____

Supervisor—Please Handwrite Approved Hours _____

AUTHORIZED COMPANY SIGNATURE
YOUR SIGNATURE CONSTITUTES ACCEPTANCE IN-FULL TERMS AND CONDITIONS ON REVERSE SIDE OF CLIENT COPY.

The Client/Company (hereinafter "Company" or "We") agrees not to hire, retain or utilize any candidates referred to it by LarsenBrown Staffing LLC ("LarsenBrown") in any capacity on a part-time or permanent basis for a period of 180 days from the date of the candidate's last assignment through LarsenBrown without the written authorization of LarsenBrown.

The Company acknowledges that the candidate/employee interviewed, retained or utilized is an employee of LarsenBrown. Such employee will not be hired, retained or otherwise work for the Company either directly or through another placement agency for a period of 180 days from the date of the employee's last day with the Company as placed by LarsenBrown.

The Company certifies that the total hours written and submitted herein are a true, correct and accurate accounting and the signature by the Client/Company representative is authorization to invoice the Company for these hours at the agreed upon rate. We acknowledge that the person submitting this timesheet is an employee of LarsenBrown and has been referred to us and is performing services to us on a temporary basis while searching for a permanent placement through LarsenBrown. In the event that we subsequently employ this person on our payroll or otherwise utilize their services, LarsenBrown shall be entitled, and we shall be obligated and agree to pay, LarsenBrown's fee for such placement pursuant to the then prevailing LarsenBrown rates.

The undersigned being an authorized representative of the Company warrants and represents the following: 1) the hours submitted are correct and that the work was done in a professional and satisfactory manner; 2) reaffirms the agreement with LarsenBrown that the services provided by the LarsenBrown employee shall not include, and LarsenBrown shall not be responsible to Company or any party without prior written authorization for a) leaving the employee with an unattended premises; cash, negotiable securities or other valuables; b) providing security for the office or other employees c) handling transporting or otherwise taking responsibility for any valuables including cash, negotiable instruments, securities, or any other items of intrinsic value and d) authority or responsibility to operate machinery or motor vehicles. **LARSEN BROWN'S INSURANCE DOES NOT COVER LOSS OR DAMAGE RESULTING FROM ITS EMPLOYEES OPERATING COMPANY'S OWNED OR LEASED VEHICLES OR MACHINERY** and therefore Company accepts full responsibility and shall indemnify, defend and hold LarsenBrown harmless from any and all claims, actions and responsibilities resulting from such usage, whether authorized or not by the Company, including reasonable attorney fees.

LarsenBrown is not responsible for claims made against its Fidelity Bond unless such claims are made and reported to LarsenBrown, in writing, within Thirty (30) days after the date of the occurrence. Company shall indemnify, defend and hold LarsenBrown harmless from any and all claims, actions, liability and costs, including reasonable attorney fees arising out of the Occupational Safety and Health Act as it relates to premises owned or controlled by Client and to which LarsenBrown employees are assigned.

The Company acknowledges LarsenBrown's employer-employee relationship with its personnel and agrees to discuss any and all matters concerning their employment, job assignment, pay practices or other matters of a material nature with LarsenBrown.

In the event that LarsenBrown has to undertake any actions to collect payment for monies due from the Company, or to protect its rights due to the Company's breach of the above representations or its contracts with LarsenBrown which are incorporated herein by reference, the costs of such collection shall be paid by Company including court costs and reasonable attorney fees.