



WILLIAMSBURG COMMONS • ONE AUER COURT • EAST BRUNSWICK, NJ 08816  
 PHONE: (732) 390-1170 • FAX: (732) 390-9150

EMPLOYEE NAME		NAME OF CLIENT COMPANY			
		STREET ADDRESS			
<b>TIME SHEET IS DUE THE MONDAY FOLLOWING WEEKEND DATE. PLEASE          LET US KNOW IF YOUR ASSIGNMENT ENDS...SO WE MAY RE-ASSIGN YOU.</b>		CITY, STATE, ZIP			

DAY	DATE	TIME STARTED WORK	TIME FINISHED WORK	LESS LUNCH	DAILY TOTAL TO NEAREST 1/4 HOUR
MON.					
TUE.					
WED.					
THURS.					
FRI.					
SAT.					
SUN.					

				TOTAL HRS.	
EMPLOYEE SIGNATURE		TODAY'S DATE	WEEK ENDING (SUNDAY)		

Client agrees to pay a placement fee for each temporary employee it hires within one year following the completion of such employee's assignment to the client's office. This includes all employees working directly for the client, client's in-house temp pool, or for another temporary agency. The placement fee shall equal 10% of the employee's annualized salary, which percentage shall be increased by an additional 1% for each thousand dollars of the employee's annualized salary over \$10,000.00, which annualized salary shall be calculated based on the highest weekly amount paid by client to Lorelei Personnel, Inc. for such employee's services, times 52 weeks. Minimum daily assignment length is 4 hours. All hours worked over 40 hours per week will be deemed overtime and billed at time and one half.

Additionally, due to the fact that the client controls the work site, it is hereby understood that said client will comply with OSHA safety regulations.

CLIENT COMPANY AUTHORIZATION	DEPT./DIVISION	TELEPHONE NUMBER
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White - Lorelei Personnel Accounting Copy Yellow - Client Copy Pink - Employee Copy