



LEGAL PLACEMENTS INCORPORATED
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Weekly Time Sheet

Name

Contract / Project Name

Client Name

Week Beginning

DAY	DATE		START TIME	END TIME	DEDUCT LUNCH	TOTAL HOURS
MON						
TUE						
WED						
THU						
FRI						
SAT						
SUN						
TOTAL FOR WEEK NEAREST ¼ HOUR						

1. The hours stated are correct and satisfactory. 2. Overtime is paid and billed at time-and-a-half after 40 hours per week. 3. Should a temporary be hired by your firm there will be a conversion fee. 4. An LPI temporary shall neither accept nor solicit independent or freelance contract employment from any LPI client within one year of the end-date of a temporary assignment with LPI's client. 5. A 1.5% service charge will be applied for any invoice balance over 30 days. Compensation to LPI's temporaries is on a weekly basis. Invoicing to LPI's clients is on a weekly basis and payable upon receipt.

Your Signature (Print Last Name)

Authorized Client Signature (Print Last Name)

Revised 01/18/12