



TIMESHEETS MUST BE RECEIVED EACH MONDAY BY 12 PM.
 FAX: (212) 430-6301 • MAIL: 65 Broadway, Suite 1002, New York, NY 10006 • EMAIL: Timesheets@Towerls.com

EMPLOYEE INSTRUCTIONS: Please fill out the following information completely and obtain client signature before submitting. Use a separate timesheet each week and for each client. For authorized expense reimbursements, please submit the expense reimbursement form and receipts with this timesheet.

Employee Name: _____ Firm/Company: _____ Location: _____
 Supervisor: _____ Client Matter # (if any): _____

Input time in decimals to the nearest ¼ hour. Example: .25=15 mins.; .50=30 mins.; .75=45 mins.

- Mail Check
- Pick Up
- Direct Deposit

Day	Date	Start Time	End Time	Less Lunch & Breaks	Total
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Please indicate whether your assignment is over: <input type="checkbox"/> Yes <input type="checkbox"/> No					Hrs: Mins:

- I certify that I worked all these hours, without any "off the clock" hours. These hours are certified by the Client on this timesheet.
- I will not accept any assignment or employment from Client, to be performed anywhere, directly or through an intermediary with the Client, for 180 days from termination of this assignment, without written consent from Tower Legal.
- I had no work related injury or disease this week.
- There has been no interference with my employment opportunities and no violation of the Tower Legal's harassment policies by any person or entity.

Employee Signature _____ Date _____
 Any alterations of hours worked after Client approval will void this time report.

TO THE CLIENT

The employee herein mentioned is engaged by us under the following terms and conditions (as used herein, the words "I", "we", and "us" refer to the Client):

- Tower Legal's service of furnishing personnel is the result of its substantial expense. In consideration for that service, we will not employ, utilize or accept that employee for assignment directly, as an independent contractor, or through any third party for a period of 180 days from termination of the assignment for any reason, without Tower Legal's authorized prior written consent.
- The hours indicated on the time report is accurate, complete, and approved to be paid at the contract rate. I have drawn a line through all days and hours not worked. Client's signature on this time sheet certifies that the hours are correct, that the work was performed to Client's satisfaction and it authorizes Tower Legal to bill Client for such hours. Client agrees that, in the event the employee is entitled to overtime pay and that employee works for Client more than forty (40) hours in any workweek, Client will pay an increase in the bill rate to reflect such additional premium overtime compensation plus applicable markup.
- The person signing this Timesheet is an authorized representative of the Client and Client shall be bound by all the terms and conditions on this Timesheet.

Client Signature _____ Date _____

TERMS & CONDITIONS

- Invoices for work performed will be paid within 10 days. Client agrees to pay for all hours worked regardless of whether Tower Legal's employee completes any project or assignment. Late payments will accrue interest at 18% per annum or at the maximum legal rate of interest, whichever is higher.
- In the event that Tower Legal should be required to commence a proceeding or utilize the services of a collection agency or attorney to collect any sum due hereunder (including any sum due under paragraph 1 hereof), then in addition to such sum and accrued interest as determined in accordance with Paragraph 4 herein, Tower Legal shall be entitled to recover any and all costs from us (including reasonable attorneys fees, collection company fees and costs) incurred in pursuing and otherwise related to such legal or collection action including settlement and negotiation whether or not a legal action is commenced.
- Tower Legal employees are not to be left on unattended premises, nor are they permitted to handle cash, negotiable instruments or other valuables including checks, keys, credit cards, merchandise, or confidential or trade secret information, nor may they operate machinery or vehicles without written consent from Tower Legal and, in any event, only when the specific duties of the employee require such handling. We will take full responsibility for any violation of this provision or for any failure by us, the Client, to adequately supervise assigned personnel, and we shall promptly indemnify Tower Legal and hold it harmless against any claims, suits or demands for damages, costs and expenses including but not limited to reasonable attorneys fees and costs resulting from our breach. It is further agreed that insurance furnished by the Tower Legal's insurer does not cover damage or physical loss caused by the operation of Client's machinery, equipment or vehicles by Tower Legal employees unless the express authorized written permission of Tower Legal as to such coverage is first obtained. Client agrees to accept full responsibility for public liability, bodily injury property damage, fire, theft, or collision claims, arising out of any happening, event or accident occurring while Tower Legal employee is operating any machinery, equipment or vehicle, whether owned or rented. It is agreed that under no circumstances will Tower Legal be responsible for claims made under Tower Legal employee fidelity bond unless such claims are reported in writing by the Client to an authorized person at Tower Legal within seven (7) days after the alleged occurrence, the subject of the claim.
- Client recognizes and agrees that it has responsibilities to not interfere with Tower Legal employees' employment opportunities or to unlawfully discriminate against any Tower Legal employee and Client will promptly indemnify Tower Legal and hold it harmless against any claims, suits or demands for damages, costs and expenses including reasonable attorneys fees and costs resulting from any unlawful discrimination or interference with Tower Legal's employees' employment opportunities.
- Tower Legal does not perform complete background checks on its employees unless specifically requested by the Client, nor does it take responsibility for the accuracy or completeness of information provided by former employers or third parties. Accordingly, Tower Legal assumes no responsibility or liability for acts of the employee outside the scope of their employment or while under Client supervision.
- Client agrees that Tower Legal's obligation to Client is limited to assigning employees with certain skills and abilities and payroll and administrative responsibilities with regard to such employees, to maintain personnel and payroll records; calculate and pay wages; withhold and remit payroll taxes and other government-mandated charges (including worker's compensation); hire, assign, reassign, counsel, discipline and discharge; and handle work-related claims and complaints. All assigned employees will work under our supervision, direction and control. All administrative employment related matters should be addressed with Tower Legal and not directly with the employee. Tower Legal will under circumstance be responsible for the work product, advice or consulting information produced by Tower Legal's employees or for the safety of Clients' premises and Client agrees to indemnify and hold Tower Legal harmless against any claims related to said work product, advice or consulting services and workplace health and safety.
- Tower Legal does not warrant the work of its employees. Tower Legal will permit Client one day to evaluate the employee and if Client is dissatisfied it must promptly notify Tower Legal and permit Tower Legal to replace the employee. If these conditions are met then Tower Legal will not charge Client for the one day guarantee period. THIS IS IN LIEU OF ANY OTHER WARRANTY OF GUARANTEE OF PERFORMANCE.
- To the extent that these terms contained herein are in conflict with any agreement between the parties, these terms shall take precedence and apply.
- Client agrees that any claims against Tower Legal must be brought within 90 days.