

Company LAEmployee Name
(please print)

Employee Signature _____

Week Ending (Sunday) / / 5750 Wilshire Blvd., Suite 610
Los Angeles, CA 90036
Phone: (323) 930-2333
Fax: (323) 930-2366

Hours must be rounded to the nearest 15 minute interval (:00, :15, :30, :45)

DAY	DATE	TIME IN	TIME OUT	LUNCH IN*	LUNCH OUT*	TOTAL
MON		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
TUE		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
WED		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
THU		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
FRI		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SAT		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SUN		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

** A 30-minute LUNCH is required within five hours of start time, if you work at least 6 hours in one day. Note: Lunch time is not billable.

** Hours worked in excess of 8 per day or 40 per week constitute OVERTIME. Overtime will be billed and paid at 1 1/2 times the regular rate. Hours worked in excess of 12 per day constitute DOUBLE-TIME. Double-time will be billed and paid at twice the regular rate.

Total Weekly Hours	<input type="text"/>
Regular Hours	<input type="text"/>
Overtime** Hours	<input type="text"/>
Double-time** Hours	<input type="text"/>

Agreement

This signature verifies that the foregoing hours are correct and Client acknowledges that these hours will not be disputed and/or offset based on any circumstances based on the past or future. Also, note that all payments are payable to Creative Circle and should be mailed to 5750 Wilshire Blvd., Ste. 610, Los Angeles, CA 90036.

Professional Circle Staffing, Inc. (dba Creative Circle) makes no warranty, express or implied, including but not limited to, any warranty of quality, performance, merchantability or fitness for any particular purpose, all of which are hereby expressly disclaimed, with respect to any services performed or any goods provided, including, but not limited to, financial or accounting services or software developed for Client. If Client, or any of its divisions, parents, subsidiaries, affiliates or successors or assignees employs or engages as an independent contractor, directly or indirectly (including indirectly through another agency or entity), on a full-time, part-time, or temporary basis any person assigned by Creative Circle to perform services for Client pursuant to this agreement, or any person referred by Creative Circle to Client for engagement or any person referred by Creative Circle employee performing services for Client, Client shall pay Creative Circle a conversion fee of 25% of such person's annual salary or fee and any guaranteed bonus, unless otherwise agreed in writing between Client and Creative Circle. If any such person is employed on a part-time basis, the conversion fee shall be based upon the full-time equivalent salary. The conversion fee is payable if any such person is employed at any time within 12 months following the later of termination of the person's engagement at Client or the date of referral to Client. The conversion fee is also payable if any other entity employs any such person as a result of a referral by Client or any of its employees or agents. In no event will a conversion fee be less than \$1,000. The same calculation will be used if Client converts a Creative Circle employee on a part-time basis using the full-time equivalent salary, however, the conversion fee will not be less than \$1,000.

Client agrees that it will not entrust any Creative Circle employees with unattended premises, cash, checks, keys, credit cards, merchandise, confidential or trade secret information, negotiable instruments, or other valuables without the express prior written permission of Creative Circle and then only under Creative Circle's direct supervision and control, and that it will not request or permit any Creative Circle employee to use any vehicle, regardless of ownership, in connection with the performance of services for Client.

Creative Circle shall not be liable to Client for indirect or consequential or punitive damages resulting from a breach or failure under or otherwise in connection with this agreement. In no event shall Creative Circle be liable for any loss, damage or penalty resulting from causes beyond its reasonable control. In no event shall Creative Circle's aggregate liability under or in connection with this agreement exceed the amount paid by Client to Creative Circle hereunder. The foregoing limitations of liability shall supersede and override any other agreement to the contrary between Client and Creative Circle, whether written or oral.

By signing, I certify that I understand and agree to the terms of this document and that I am authorized to sign on the company's behalf. I will be billed for the hours listed above. I certify that the hours above are correct and I authorize the payment.

Client Name

Client Signature _____



At Creative Circle we believe that great people know great people. Please take a moment to tell us about anyone whom you think may also be qualified to work with the Creative Circle team.

Tell us about the candidate(s) you are referring:

Last Name:	
First Name:	
E-Mail Address:	
Day Phone:	()
Recommended Position:	
Available for:	
Freelance or Full-Time:	
URL/Online Portfolio:	

Last Name:	
First Name:	
E-Mail Address:	
Day Phone:	()
Recommended Position:	
Available for:	
Freelance or Full-Time:	
URL/Online Portfolio:	

Last Name:	
First Name:	
E-Mail Address:	
Day Phone:	()
Recommended Position:	
Available for:	
Freelance or Full-Time:	
URL/Online Portfolio:	