

Fax a signed time sheet to **415-358-4700** by **9:00 a.m. Monday** following your assignment. Your paycheck will be mailed to the address specified on your Form W-4 the following Friday. Your time sheet must be signed by your assigned supervisor in order to be processed.

NAME OF EMPLOYEE

PHONE NUMBER AT ASSIGNMENT

SOCIAL SECURITY NUMBER

CLIENT COMPANY NAME

SUPERVISOR'S NAME/DEPT.

TIME SHEET FOR WEEK ENDING:

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	TIME IN	TIME OUT	MINUS LUNCH	TOTAL HOURS
MON	⋮	⋮	⋮	⋮
TUE	⋮	⋮	⋮	⋮
WED	⋮	⋮	⋮	⋮
THU	⋮	⋮	⋮	⋮
FRI	⋮	⋮	⋮	⋮
SAT	⋮	⋮	⋮	⋮
SUN	⋮	⋮	⋮	⋮

JOB COMPLETED **JOB CONTINUING** **HOLD CHECK** **MAIL CHECK**

WEEK TOTAL HOURS

We Bring Talent To Your Employment Opportunity

Client Agreement: This is a legal agreement between you (CLIENT) and Graphics On Call® (GOC). We want you to be completely satisfied with our service and offer a guarantee. The signature of the client representative appearing on this time sheet represents client satisfaction with the services provided by our temporary employee. Should you hire a GOC referral directly within one year of the last date of any assignment, or refer the candidate to another organization, GOC shall be due a fee based on our standard placement policy.

Standard Placement Policy: In the event a candidate referred by GOC is hired directly as a full-time employee, part-time employee or contractor of CLIENT or its affiliates, CLIENT will pay GOC 20% of the candidate's first-year base salary or hourly wage. Referral of candidates for any regular full-time, part-time or contract position is valid for a period of one year from the initial referral and/or identification of the candidates to CLIENT or its affiliates.

It is expressly understood and agreed that candidates directly hired by CLIENT for full-time employment, part-time employment or contract without contacting GOC become the direct hire of CLIENT, and are not employees of GOC.

Overtime Policy: Overtime compensation is billed at one and one-half times the base rate unless otherwise provided by local law. Overtime is paid for all hours worked in excess of eight (8) hours per day or 40 hours per week for the same client.

TOTAL REGULAR HOURS

TOTAL OVERTIME HOURS

DOUBLETIME HOURS

Employee Signature

Client Signature