



Weekly Timesheet

214 Grant Avenue, Suite 350
San Francisco, CA 94108
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(415) 398-3213
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Today's Date: _____ Week Ending: _____

Employee: _____

Client: _____

Day	Time In	Start Lunch	End Lunch	Time Out	Regular Hours	Overtime Hours	<u>Overtime Guidelines</u> Time and a half hourly rate will be applied if you work: Over 40 hours in a week Over 8 hours in a day More than 6 days in a week Overtime will be accepted ONLY if it is approved by the client. <u>Lunch</u> Lunch hours will be determined by the department to which you are assigned. If you work a full day, you must take a lunch as directed by law. <u>Holidays</u> No payment is made for any holiday unless your Time Sheet is approved, in writing, by the client. Have the client contact the ALAN J. BLAIR office at once, if you are requested to work on a holiday.
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
Total Hours							

Manager signature

Date

Terms and Conditions

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 payment.

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 Alan J. Blair Personnel Services, Inc. and should be mailed to 214 Grant Ave. Suite 350, San Francisco, CA 94108

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 Alan J. Blair Personnel to perform services for Client pursuant to this agreement, or any person referred by Alan J. Blair to Client for engagement or any person referred by Alan J. Blair performing services for Client, Client shall pay Alan J.

Blair a conversion fee of 30% of such person's annual salary or fee and guaranteed bonus, unless otherwise agreed in writing between Client and Alan J. Blair. If any such person is employed on a part time basis, the conversion fee shall be based on 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 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 \$5,000. The same calculation will be used if Client converts an Alan J. Blair employee on a part-time basis using the full-time equivalent salary, however, the conversion fee will not be less than \$5,000.

Alan J. Blair 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 Alan J. Blair be liable for any loss, damage or penalty resulting from causes beyond its reasonable control. In no event shall Alan J. Blair's aggregate liability under or in connection with this agreement exceed the amount paid by Client to Alan J. Blair Personnel hereunder. The foregoing limitations of liability shall supersede and override any other agreement to the contrary between Client and Alan j. Blair, whether written or oral.

Email to webmaster@alanjblair.com at the end of your work week.