

# TIME CARD

LAW FIRM/ COMPANY	WEEK ENDING SUNDAY
ADDRESS	CITY
JOB TITLE	ATTORNEY/SUPERVISOR

**EMPLOYEE MUST FILL IN BELOW**

<input type="checkbox"/> MAIL MY CHECK <input type="checkbox"/> HOLD MY CHECK <input type="checkbox"/> DIRECT DEPOSIT MY CHECK	EMPLOYEE NAME
<b>Employee:</b> I certify that the hours shown hereon represent the total hours worked and were properly verified by the Client and that I have read the Employee information below.	EMPLOYEE SIGNATURE

**CLIENT AUTHORIZATION**

**Client:** Your signature represents that you are in agreement with the Terms & Conditions below; that all hours are correct and that all work has been performed to your satisfaction:

AUTHORIZED SIGNATURE	DATE
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DAY	DATE	START	FINISH	(LUNCH)	TOTAL DAILY HRS.
MON.					
TUE.					
WED.					
THU.					
FRI.					
SAT.					
SUN.					

**IF NOT FILLED OUT COMPLETELY, DELAY IN PAY MAY OCCUR**

NET HRS.	HRS.	MIN.	LESS LUNCH:	HRS.	MIN.
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<b>TOTAL HRS.</b>
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TOTAL TO THE NEAREST QUARTER HOUR. MINIMUM FOUR (4) HOURS PER EMPLOYEE PER DAY.

**EMPLOYEE INFORMATION**

**NEVER CALL OUR CLIENT.** When you are late or unable to work the designated hours or are unable to report at all, CALL OUR OFFICE OR EMAIL OUR MAIN EMAIL (info@justlegalinc.com); WE ARE YOUR EMPLOYER.

**LUNCH** is determined by our Client and is not paid; unless the Client specifies otherwise.

**OVERTIME** is permitted ONLY if requested and approved by the Client. Approval MUST first be obtained from the Client.

**IF YOU DO NOT CONTACT US** after each assignment, we assume you are no longer available for work.

**CLIENT TERMS & CONDITIONS**

1. Employees are assigned to work for our Client organizations on a temporary basis. If Client or any of its affiliates hire the employee named above, on either a full-time or part-time basis, during the employee's assignment or within one year after the termination of that assignment, Client agrees to pay a 30% placement fee computed on the employee's annualized starting wage or salary (whether part-time or full-time), exclusive of monies due prior to the employee's hire.
2. Payment for all Just Legal invoices is due upon receipt. In the event payment is not received within 30 days, interest will be accrued annum at a rate of 1.5% per month up to 18%, or the maximum allowable by law.
3. If payment is not received within 30 days, Just Legal reserves the right to suspend the candidate's assignment until the account becomes current and funds have cleared our financial institution.
4. In the event that it becomes necessary to enforce collection of any amounts past due, Client agrees to bear all collection costs, charges, expenses, filing fees and reasonable attorney's fees, including, but not limited to, those arising from any appeals, both in connection with litigation involving the amount due if your organization hires an employee and with any past due amount for services rendered
5. If an employee nevertheless handles cash, negotiable instruments, or any other valuables or renders an opinion or signs Just Legal's name or operates any equipment or machinery while on assignment to your firm or any of its affiliates, Client accepts full responsibility for all resulting loss, theft, claims, penalties, assessments, bodily injury, property damage, fire, collision and public liability damage claims.
6. Client shall monitor the performance and activities of the employee. Client's signature constitutes Client's certification that employee's work for the period indicated was satisfactory and that Client will pay Just Legal for same.