

THE MIDTOWN GROUP, INC.

PROFESSIONAL CAREER CONSULTANTS

1725 I Street, NW, Suite 500, Washington, DC 20006
 Phone (202) 887-4747 Fax (202) 887-4748

CLIENT: _____ ADDRESS: _____

NAME: _____ WEEK ENDING: _____

ORIGINAL Time Records must arrive at
 The Midtown Group, Inc. by **Monday 5:30 p.m.**
 To be paid by **Friday**

COPIES
 TMG-1 Client-1 You-1

Date	Arrived	Lunch		Departed	Regular Hours	Overtime Hours
		In	Out			
Mon.						
Tues.						
Wed.						
Thurs.						
Fri.						
Sat.						
Sun.						
					Total Regular Hours	Total Overtime Hours

I hereby attest that the hours stated above are true and accurate. I understand that time sheets must be submitted to Midtown on Mondays by 5:30 p.m. to guarantee my paycheck for the following Friday. I understand that I must have an authorized signature. I understand that Midtown is not responsible for mailed time sheets. Payday is on Fridays at 12:00 p.m. Midtown's fax number is (202) 887-4748.

EMPLOYEE SIGNATURE

It is hereby agreed that the hours stated above are correct and the work performed was satisfactory. It is also understood that overtime will be billed at time and a half for hours over forty (40) per week unless other arrangements are made prior to assignment. We also agree not to directly or indirectly employ the above named Temporary Employee for a period of one (1) year from the above week ending date without a release fee paid to Midtown Personnel, Inc. The release fee is to be calculated at 1% per thousand of the first year's salary, not to exceed 25%. A 1.5% per month interest charge will be charged on all past due balances. We also agree to pay any and all cost of collection and/or attorney fees should collection procedures become necessary.

AUTHORIZED SIGNATURE

 **THE MIDTOWN GROUP,™ INC.**
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TERMS AND CONDITIONS

By its authorized endorsement on the original of this form, the Client hereby agrees to the following terms and conditions.

1. Client acknowledges the investment made by Midtown Personnel, Inc. in recruiting, testing, and training temporary personnel and agrees that it shall not directly employ or offer direct employment to the individual named on the reverse of this form for one year following the completion of any assignment to the Client first pays to Midtown Personnel, Inc. a release fee calculated at 1% per thousand of the year's first salary, not to exceed 25%.
2. A 1.5% per month interest charge will be charged on all past due balances. The Client also agrees to pay any and all cost of collection and/or attorney fees should collection procedures become necessary.
3. Midtown Personnel, Inc. agrees to indemnify and save harmless the Client against any liability of premiums, contributions or taxes payable under any workmen's compensation or tax withholding laws for which the Client shall be finally adjusted liable with respect to any Midtown Personnel Inc. temporary assigned work for the Client.
4. Client agrees that, without advance written permission of Midtown Personnel, Inc., Client will not entrust to any Midtown Personnel, Inc. employee any cash, negotiables or valuable property of any kind whatsoever. Client further agrees that, absent advance written permission of Midtown Personnel, Inc., Client shall not cause or authorize a Midtown Personnel, Inc. employee to operate any vehicles or machinery, excluding ordinary office machines. Client therefore accepts full responsibility for claims, including the defense thereof, involving bodily injury, property damage, fire, theft, collision, cargo damage or public liability damage sustained or incurred as a result of Midtown Personnel, Inc. employee driving such vehicle(s) or arising out or involving violation by Client company and Midtown Personnel, Inc. is not responsible for claims made.

MIDTOWN PERSONNEL, INC.