



335 West 14th Street, Suite #71  
 New York, NY 10014  
 212-727-7494

Employee Section						
Employee Name					Social Security #	
Week Ending Date					Department	
Day	Date	Start Time	Finish Time	(-Less) Lunch Time	Total Reg. Time	Total Overtime
Mon						
Tues						
Wed						
Thurs						
Fri						
Sat						
Sun						
Four (4) Hour Min. Per Day					<b>Total Reg.</b>	<b>Total O.T.</b>
If Yes, Date of Completion:						
Are You Available For Work?    YES    NO					<input type="checkbox"/> Mail My Check <input type="checkbox"/> Hold My Check	
Employee Signature						
I, the Employee, agree to discuss any potential employment opportunities with this Client or any of their affiliates or subsidiaries with Acquaint New York prior to accepting employment.						

## Client Section

Client Company

Address

Print Name of Person Worked For

Client, your signature certifies that the days and hours listed above are correct and that you will pay for all hours worked, including overtime premiums incurred, applicable by Federal and/or State law. Payment is due upon receipt of invoice. This signature also certifies that you agree to the terms and conditions on page two of this form.

Write in Total Hours Worked

Authorized Signature

Title

Print Authorized Signature

## **Client's Contract For Temporary/Freelance Employees**

We, the Client agree to the following terms and conditions:

If we, the Client, have any complaints regarding the employee's work performance and fail to notify Acquaint New York (A.N.Y.) within one (1) full day of the temporary employee's workday, we are responsible for paying A.N.Y. all fees due for all services completed by the temporary employee.

We agree to indemnify and hold harmless A.N.Y. from any claims, damages, lawsuits and expenses (including attorney's fees) which result in any way from the services provided by A.N.Y. and its' employees.

We agree that payment is due upon receipt of invoice and that all unpaid invoices will be considered in default after sixty (60) days, after which a late fee will be imposed at 2% per month on unpaid balances. We, the Client, agree to pay the charges along with any pertinent attorney's fees for the cost of collection.

We, the Client, recognize that the temporary employee is a direct employee of A.N.Y. If we or one of our affiliates or subsidiaries choose to hire the candidate for full time employment within 12 months of meeting them through A.N.Y., we will discuss all matters concerning employment with A.N.Y. directly. We will compensate A.N.Y. 25% of the annual salary. Failure to follow these terms will result in compensating A.N.Y. 30% of employee's annual salary and the payment of any legal costs incurred by A.N.Y. regarding the collection of appropriate fees.