LGC Associates Job Order Form / Timesheet

CLIENT: _____ **DATE:** _____

#/ Position/Time: _____

_____

Uniform/Request

_____

Placed by: / Phone #: _____

- This is a contract between LGC Associates, LLC and its customer. It includes LGC's terms and conditions. Please read before signing.
- The individual signing this timesheet is an authorized representative of the client company and hereby certifies that the hours worked as indicated on this timesheet are true and correct and that the work was performed in a satisfactory manner. By signing this timesheet the LGC employee agrees that they have not had an accident, or injury for this pay period.
- We, the client agree that if any temporary employee named herein is employed by us, our associates or affiliates (either as salaried employee or as an independent contractor) or is working on our premises but is employed by an employee leasing company or other temporary help agency through whom we lease personnel, during a temporary assignment or within one (1) year after the temporary assignment ends, we will pay LGC a settlement fee. Therefore, client agrees to refrain from prospecting and employing LGC employees unless client notifies LGC in writing of intent to hire employee and pays LGC a settlement fee of $1,500 and all legal fees associated with collecting of all placement and temporary revenue fees. We also agree to the 4 hour minimum shift and understand LGC's 2 hour cancellation within 24 hours policy.
- We, the client, understand that the supervision of the assigned LGC employee for the agreed upon duties is our (the client) responsibility and that we, the client, will provide onsite safety training. It is additionally agreed that the furnishing of alcoholic beverages is entirely the business and activity of the client and that LGC has absolutely no right or power of control over the temporary employees in regard to the "means, manner, and method" of their performance in regard to the serving of alcohol to your patrons.
- Payment will be due upon receipt at the agreed upon rate. Overtime hours will be billed at one-and-one half times the straight time billing rate. By submitting this electronically or via facsimile, you agree to payment terms of services rendered in lieu of signature.
- We, the client, hereby warrant that we (the client) are in compliance with all laws, rules and regulations of duly constituted governmental bodies concerning LGC or any other employees and we agree to indemnify and hold LGC harmless from any and all damages, claims, suits, demands or other causes of action which may arise or be asserted against LGC by reason of our (the client) failure to comply with same.

Signature _____

Employee Name	Time In	Break Out	Break In	Time Out	Total Hrs.	Employee Signature

Please send job orders / timesheets to your local office's email or fax.