

■■■■■■■■■■ bond street group LLC

bond staffing
 Delphi Resources
 Force One Entertainment, NY/LA
 Taylor Grey

1601 Broadway • 11th Floor • New York, NY 10019
 Phone: (212) 277-7600 • Fax: (212) 277-7619
 E-mail: payroll@bondstreetgroup.com
 www.bondstaffing.com

6 Landmark Square • Stamford, CT 06901
 Phone: (203) 359-5645
 Fax: (203) 359-5845

COMPANY NAME _____

ADDRESS _____

SUPV. _____ SUPV. TEL # _____

EMPLOYEE NAME _____

SOCIAL SECURITY NO.

EMPLOYEE—PLEASE CHECK ASSIGNMENT CONTINUING COMPLETED AVAILABLE NOT AVAILABLE

PLEASE CIRCLE ONE

**Mailed to your home
 Pick-Up Check
 Direct Deposit - Original Time Sheet Only**

I CERTIFY THAT THESE HOURS WERE WORKED BY ME DURING THE WEEK ENDING SHOWN ABOVE, AND WERE PROPERLY VERIFIED BY AN AUTHORIZED REPRESENTATIVE OF THE CLIENT.

EMPLOYEE SIGNATURE _____

(PLEASE CIRCLE AM OR PM)

WEEK ENDING DATE SUNDAY _____

DATE	TIME IN	TIME OUT	LESS LUNCH	TOTAL HOURS
MON.	AM PM	AM PM		
TUES.	AM PM	AM PM		
WED.	AM PM	AM PM		
THUR.	AM PM	AM PM		
FRI.	AM PM	AM PM		
SAT.	AM PM	AM PM		
SUN.	AM PM	AM PM		

HOUR TO NEAREST 1/4 HOUR

TOTAL HOURS FOR WEEK

TOTAL OVERTIME HOURS

IT IS AGREED THAT THE ABOVE COMPANY WILL NOT HIRE THE ABOVE NAMED BOND STREET GROUP EMPLOYEE UNTIL OFFICIAL NOTIFICATION OF INTENT HAS BEEN GIVEN TO BOND STREET GROUP, AND A FEE HAS BEEN NEGOTIATED. IT IS ALSO UNDERSTOOD THAT THE UNDERSIGNED WILL NOT ENTRUST BOND STREET GROUP EMPLOYEES WITH THE HANDLING OF CASH, NEGOTIABLES OR VALUABLES WITHOUT WRITTEN PERMISSION FROM BOND STREET GROUP.

CLIENT APPROVAL: BY SIGNING BELOW, IT IS AGREED THAT THE TOTAL HOURS SHOWN ARE CORRECT AND CLIENT AGREES TO THE PROVISIONS ON THE REVERSE SIDE OF THE TIMESHEET.

SUPERVISOR'S SIGNATURE _____

NOTICE TO CLIENT: Your signature attests to the accuracy of the total hours indicated.

CONDITIONS OF SERVICE

IF THERE IS NO WRITTEN CONTRACT/AGREEMENT BETWEEN BOND STREET GROUP LLC & ITS AFFILIATES AND CLIENT, THE FOLLOWING TERMS AND CONDITIONS APPLY:

1. CLIENT for itself, acknowledges that Bond Street Group LLC & its affiliates have incurred substantial recruitment, screening and training expenses with respect to its temporary employees and accordingly agrees that if within the next 180 days, CLIENT, or any affiliate of CLIENT, employs or contracts with any of Bond Street Group LLC & its affiliates employees assigned to CLIENT, ("Temporary Employees") directly or indirectly or through another temporary service, it shall be deemed to be as a result of Bond Street Group LLC's and its affiliates referral and assignment of such Temporary Employee to CLIENT. In that event, a contractual placement fee shall immediately become due by CLIENT to Bond Street Group LLC and its affiliates computed at the standard rate of 1% per each \$1,000.00 of the employee's annualized wage paid to or for such former Temporary Employee, to a maximum of 30%. Client agrees to reimburse Bond Street Group LLC and its affiliates for its reasonable attorney fees incurred to enforce its rights hereunder.
2. CLIENT agrees to defend, indemnify and hold harmless Bond Street Group LLC and its affiliates and employees, from and against any and all claims, losses, judgments, liabilities or claims for attorney's fees arising out of or resulting from: (a) the Temporary Employee's use of or operation of CLIENT'S owned, non-owned or leased vehicles, machinery or equipment; and (b) any negligence, wrongful acts or breaches of the Agreement by CLIENT or by any other person.
3. Without first obtaining written permission from Bond Street Group LLC and its affiliates, CLIENT shall not entrust any Temporary Employee with unattended premises, unsupervised access to telephones, cash, negotiables, jewelry, car service, taxi vouchers or any other valuables. Bond Street Group LLC and its affiliates will not be responsible for claims made under Bond Street Group LLC's fidelity bond or otherwise under any circumstances unless such claims are reported to Bond Street Group LLC and its affiliates in writing by the CLIENT within thirty days of the alleged occurrence.
4. Bond Street Group LLC and its affiliate's invoices reflect payroll already paid to Bond Street Group LLC and its affiliate's employees for services provided to the CLIENT. CLIENT agrees to payment terms of Net Upon Receipt of the invoice and the late charges will accrue on the unpaid balances after 60 days from the date of the receipt of the invoice at the rate of 1.5% per month. CLIENT specifically agrees to pay all late charges. In the event of CLIENT'S non-payment of Bond Street Group LLC and its affiliates invoices, CLIENT and or representative agree to pay in full all amounts due plus late charges not to exceed state usury laws as well as collection fees, attorney's fees, court costs, and any other cost with regard to collection of the client's debt to Bond Street Group LLC.
5. CLIENT agrees that if a non-exempt Temporary Employee works more than forty, (40) hours in any work week for CLIENT, that Temporary Employee is entitled to compensation at the hourly rate of time and one-half for such overtime hours. CLIENT agrees to pay Bond Street Group LLC and its affiliates at the rate of one and one-half times the hourly bill rate for all such overtime worked.
6. Bond Street Group LLC and its affiliates reserve the sole right to establish the wages and fringe benefits, for any of its employees, and assumes responsibility for the payment of such compensation, the withholding and payment of all required payroll taxes, and the compliance with the state laws requiring workers' compensation and other statutory benefits, except where such obligations are specifically imposed by law or by the CLIENT.
7. CLIENT'S signature certifies that the hours shown are correct, that the work was performed to the CLIENT'S satisfaction and authorizes Bond Street Group LLC and its affiliates to bill CLIENT for the hours worked by the named Temporary Employee. CLIENT agrees that the representative who signs this Agreement is authorized to do so, that Bond Street Group LLC and its affiliates may rely upon the signature as binding upon CLIENT, and that timesheets submitted by facsimile shall be accepted as valid for billing purposes.
8. CLIENT shall indemnify and hold Bond Street Group LLC., its subsidiaries, affiliates and agents including, the employer of record harmless from any and all claims and damages arising out of CLIENT'S violation of employment laws including without limitation, OSHA, Title VII, Americans with Disabilities Act, Age discrimination in Employment, EEO, and immigration laws.

BOND STAFFING PAYROLL PROCEDURES

Bond Staffing's work week runs Monday through Sunday. All completed timesheet must be submitted to us by Tuesday 10 a.m. (for the work week ending the previous Sunday). All timesheets must be legible and filled out completely. All timesheets must be signed by the Client Company. Please indicate whether you worked a.m. or p.m. hours. Please make sure you have notified your Bond Street Group LLC representative if you are eligible for overtime and have been asked to work over 40 hours for the week. Overtime **MUST** be approved **BEFORE** it is worked. Please note your overtime hours on your timesheet in the specified area. Please remember the deadline for timesheets is non-negotiable and that employees who do not meet this deadline may not be paid for the missed hours until the next Friday's payroll.

Timesheets can be faxed to 212-277-7619, e-mailed to temps@bondstaffing.com, brought into our office at 35 West 35th Street, 8th Floor, New York, NY 10001 or mailed to the above address. We advise that timesheets be delivered by hand before the Tuesday 10 a.m. deadline to insure that you will have a paycheck on Friday.

Paychecks will be ready in our office on Friday after 12 noon. If you have faxed or e-mailed a timesheet, please bring the original with you when picking up your check. Checks will not be released without the original timesheet.

All employees also have the option of having direct deposit or having their paychecks mailed. Please circle the appropriate option on the front of your timesheet. In the event that your mailed check does not arrive, and a stop payment is necessary, the cost of the stop payment will be deducted from the replacement check.

Timesheet Distribution List

White copy – Bond Staffing Copy

Yellow copy – Bond Staffing Copy

Pink copy – Client copy

Gold Copy – Employee Copy

If you have any questions please contact your customer service representative at 212-277-7600.

Thank you.