

CONTEMPORARIES, INC.

8 Faneuil Hall
North Marketplace, 3rd Floor
Boston, MA 02109
(617) 973-5151
payroll@bostoncontemporaries.com

COMPANY INFORMATION

Company Name (Print): _____

Client Signature: _____

Name of Signatory (Print): _____

TEMPORARY STAFF INFORMATION

Mail Check Pick-up Check

Temp. Name: (Print)

Address

City, State, Zip

WEEK ENDING DATE _____

DAY	DATES		REGULAR TIME			OT
	DATE	IN	OUT	LUNCH	TOTAL HRS.	OVERTIME
SATURDAY						
SUNDAY						
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						

TOTAL HRS. _____

Our employee will present a time sheet to you or your representative for verification and signature at the end of each week. Your signature there on indicates your agreement with all the conditions of assignment. Our compensation to our assigned employee is on a weekly basis, and you will be billed weekly for the total hours worked. Because **Contemporaries, Inc.** invoices reflect payroll we have already paid, our invoices are due within 15 days of receipt.

After you evaluate the performance and potential of our employee on the job, you may wish to employ this person directly. Our employees represent our inventory of skilled professionals and in the event you wish any of them converted to your employ, you agree to pay a conversion fee. The fee is 25% of annualized starting salary and is due at the time of the conversion.

The conversion fee is payable if you hire our employee assigned to you, regardless of the employment classification, on either as permanent or temporary (including temp. assignments through another agency) or consulting basis within 12 months after the last day of your assignment. You also agree to pay a conversion fee if our employee assigned to you is hired by a subsidiary or affiliate or other business as a result of your referral of our employee to that company. In addition, no employee may be converted to your employ (or that of any such subsidiary, affiliate or other business), unless he or she has worked for you at least 480 consecutive hours immediately prior to the conversion, as a temp from **Contemporaries, Inc.**

Supervision of **Contemporaries Inc.** employees work on your premises (or wherever you assign employee) is your responsibility.

ASSIGNMENT COMPLETE: YES NO

WHITE – CONTEMPORARIES

YELLOW – CLIENT COPY

PINK – TEMP COPY