



laurie@isearchfinance.com

iSearch Finance LLC

919-521-5766

Record of Time

TIMESHEET PROCEDURES

1. PRINT NEATLY USING BLACK OR BLUE INK
2. HAVE YOUR ON SITE SUPERVISOR APPROVE AND SIGN
3. MAKE A COPY FOR YOUR RECORDS
4. **SCAN AND EMAIL OR FAX** YOUR TIME SHEET **FRIDAY PM** OR **NO LATER** THAN **MONDAY 9:00 AM** FOLLOWING END OF PRIOR WORK WEEK. **IF I DO NOT RECEIVE, YOU WILL NOT GET PAID.** THANKS.

Week Ended _____			
CLIENT INFORMATION			EMPLOYEE INFORMATION
CLIENT COMPANY NAME (Print)			
REPORT TO			EMPLOYEE NAME (Print) _____
ADDRESS			I certify that the days and hours shown on this timesheet are correct and were worked by me: EMPLOYEE SIGNATURE _____
CITY	STATE	ZIP CODE	
CLIENT TELEPHONE NUMBER:			---CLIENT APPROVAL--- The hours as shown below are correct and the work performed is satisfactory to the best of our knowledge. We also acknowledge that we are bound by the Terms of Engagement as stated below.
CLIENT EMAIL ADDRESS:			SIGNATURE _____ DATE _____ PRINT NAME _____ TITLE _____
Time worked for one week only. Start with Sunday and end on Saturday midnight. Enter time to nearest quarter hour (.00, .15, .30, .45) only.			
Day	Date	Hours	Comments
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Total Weekly Hours			

TERMS OF ENGAGEMENT

Our Consultants are assigned to you under the following Terms of Engagement:

Consultants shall present time sheets to your representative on a weekly basis for verification and signature. You will be billed on a weekly basis for the total hours worked. You agree to pay ISearch Finance LLC according to the agreed upon rate according to the Agreement between the Client. and ISearch Finance LLC. Invoices are due upon receipt.

It is understood and agreed that Consultants work only under the Client's direct supervision and that no Consultant may operate machinery (other than office machines) or automotive equipment. No Consultant may handle or transport cash, securities or negotiable instruments.

ISearch Finance LLC makes no express or implied warranty other than those outlined in the signed Client Services Agreement, including, but not limited to, any warranty of quality, performance, merchantability or fitness for your use, with respect to any services performed.