



Waxhaw, NC 28173
 Phone: 980-549-4949
 Phone: 704-256-8286
 Fax: (704) 256-8296

TIMESHEET

NAME OF CONSULTANT	PRINTED NAME	SUNDAY WEEK ENDING DATE		
CLIENT NAME	PRINTED NAME	MONTH	DAY	YEAR
CONTRACT NUMBER	#			

PROJECT	MON	TUE	WED	THU	FRI	SAT	SUN	TOTAL
SUB-TOTAL								

CLIENT AUTHORIZATION	
AS AGENT FOR THE CLIENT COMPANY THE UNDERSIGNED CERTIFIES THAT THE ABOVE NAMED CONSULTANT WORKED SUFFICIENTLY THROUGH THE PERIOD(S) INDICATED AND HEREBY ACKNOWLEDGES AND ACCEPTS THE TERMS OF SERVICE LISTED BELOW.	
PRINT NAME	
SIGNATURE	
VERIFY TOTAL NUMBER OF HOURS	
HRS.	MIN.

WEEK BEGINS ON MONDAY AND ENDS ON SUNDAY 11:59 PM.
 PLEASE RECORD TIME WORKED FOR ONE WEEK ONLY AND ENTER TO THE NEAREST QUARTER HOUR (.00, .25,.50,.75)

CONSULTANT SIGNATURE
X
I CERTIFY THAT THE HOURS ARE CORRECT FOR THE TIME PERIOD INDICATED

**CLIENT AND
CONSULTANT
SIGNATURES
ARE BOTH
REQUIRED**

NOTES TO CONSULTANT:

- Timesheets are due weekly each Monday by 12:00 PM (Noon) for the preceding week's hours.
- Please remit to accounting via email at timecard@mlstech.com or fax as listed above.
- For timesheets received after the 12:00 PM cutoff, paychecks will be disbursed in the next scheduled pay period.
- Paychecks are issued every other Friday.

CLIENT TERMS OF SERVICE:

Invoices are issued weekly for the hours denoted on this timesheet. By signing, you are verifying the number of hours (regular and overtime) completed by the indicated consultant, authorizing payment of invoices and acknowledging the following terms with MLS Technologies, Inc. DBA RecruitingEngine.com (Staffing Firm):

1. Payment is due upon receipt of an invoice unless other contracted payment terms exist.
2. Staffing Firm may assess interest, in an amount up to the maximum allowed by law, on the unpaid balances for past due accounts.
3. If Client directly retains, employs, or contracts with Staffing Firm Consultant, Client will immediately pay Staffing Firm its standard fee for direct placement services of 30% of the Consultant's expected annual earnings unless other contracted terms are agreed to in writing by both Client and Staffing Firm.
4. In the event that litigation results from non-payment of fees for consultants and/or other service fees, the client agrees to pay Staffing Firm, in addition to such fees, all litigation costs plus any and all reasonable attorney's fees and services charges.

CLIENT AND/OR CONSULTANT COMMENTS:

PLEASE RETAIN A COPY FOR YOUR RECORDS