

USE BALL POINT PEN.
PRESS HARD, YOU ARE MAKING 4 COPIES.

HARAN INC. (212) 532-9480

WIN-PAY, LLC

122 East 42nd Street, New York, NY 10168
Tel: (212) 687-7890 FAX: (212) 687-5973

1. TYPE OR USE BALL POINT PEN. PRESS HARD YOU ARE MAKING 4 COPIES.
2. USE A SEPARATE TIME RECORD FOR EACH WEEK AND EACH CLIENT.
3. MUST BE SIGNED BY AUTHORIZED REPRESENTATIVE OF CLIENT COMPANY.
4. GIVE YELLOW COPY TO CLIENT AND MAIL GREEN AND PINK TO WIN-PAY, LLC. KEEP GOLD COPY FOR YOUR RECORDS. TIME SHEETS MUST ARRIVE BY MONDAY IN ORDER FOR YOU TO BE PAID BY WEDNESDAY.

IMPORTANT FOR EMPLOYEE: BY EXECUTING THIS FORM, EMPLOYEE AGREES TO TERMS AND CONDITIONS ON REVERSE SIDE. CERTIFIES THAT THIS FORM IS TRUE AND ACCURATE; AND CERTIFIES NO ACCIDENTS OR INJURY WAS SUSTAINED WHILE WORKING ON THIS ASSIGNMENT UNLESS NOTED IN COMMENTS SECTION BELOW.

EMPLOYEE SIGNATURE										
PRINT EMPLOYEE NAME										
SOCIAL SECURITY NUMBER										

COMMENTS:

11/05

DATE	DAY	TIME STARTED	TIME FINISHED	LESS LUNCH (1/2 HR. MIN)	TOTAL HOURS
/	MON				
/	TUE				
/	WED				
/	THU				
/	FRI				
/	SAT				
/	SUN				
TOTAL HOURS FOR WEEK (TO NEAREST 1/4 HOUR)					
CLIENT COMPANY					Dept:
Authorized Signature					Title
Print Name					TEL and EXT #
WRITE OUT TOTAL NUMBER OF HOURS WORKED					HRS _____ MINS _____

WIN-PAY, LLC

IMPORTANT FOR CLIENT: BY EXECUTION OF THIS FORM, CLIENT CERTIFIES THAT HOURS SHOWN ARE CORRECT. WORK WAS DONE SATISFACTORILY, AND THAT CLIENT AGREES TO THE TERMS AND CONDITIONS ON THE REVERSE SIDE OF THIS FORM. CROSS OUT DAYS NOT WORKED BEFORE SIGNING.

WIN- PAY, LLC

We certify that the hours indicated are correct and the work performed was satisfactory and that the person signing is authorized to sign on behalf of the client.

This is to confirm that the employee named on the front was recruited, interviewed, selected and oriented to perform services for the Client and that WIN-Pay did not participate in that process nor conduct any investigation as to the background and suitability of such employee. Accordingly, WIN-PAY will not be liable for any loss of damages resulting from the performances of such employee. Client agreed to indemnify and hold WIN-PAY harmless from and against all claims for losses, liabilities, damages or injury arising out of or attributable to the performance by such employee of his/her duties or any action taken by such employee.

The Client has not and will not entrust WIN-PAY employees with unattended premises, cash, checks, keys, credit cards, merchandise, confidential or trade secret information, negotiable securities or instruments or other valuables and will not authorize such employees to operate machinery or motor vehicles, without prior written permission from WIN-PAY in each instance, and since WIN-PAY's insurance does not cover loss or damage caused by WIN-PAY employees operating the Client-owned or leased motor vehicles, Client therefore accepts full responsibility for claims, including the defense thereof, and will indemnify and hold WIN-PAY harmless from any such claim arising out of a WIN-PAY employee operating such vehicle or a breach of the foregoing inclusive of liability resulting from bodily injury, property damage, fire, theft, collision, cargo damage or other public liability damage. WIN-PAY is not responsible to the Client or others for claims made under its fidelity bond, unless such claims are reported to WIN-PAY in writing by the client within thirty (30) days after occurrence.

CLIENT will indemnify WIN-PAY from claims or liabilities either pursuant to the Occupational Safety and Health Act governing premises owned or controlled by CLIENT and to which WIN-PAY employees are assigned to perform services in or are present in or arising from any and all claims by WIN-PAY employees or third parties based upon the acts or omission of CLIENT and WIN-Pay's employees assigned to CLIENT. CLIENT will reimburse WIN-PAY for any adjustments either to its workers compensation premiums as a result of injuries suffered by its employees while assigned to Client or to its other insurance premiums due to claims arising from the acts of CLIENT.

Client agrees that its obligation to pay for services rendered is not affected if the temporary employee terminates the assignment prior to completion.

Client agrees that if any invoice is not paid when due, interest shall accrue at the rate of 1.5% per month, or the highest rate permitted by law, whichever is lower. In the event it becomes necessary for WIN-PAY to institute legal action to collect any past due monies, WIN-PAY shall be entitled to recover the cost of such judicial action, including attorney fees.

Client acknowledges that WIN-PAY is an equal employment opportunity employer, and agrees that it shall not harass, discriminate or retaliate against any WIN-PAY employee because of his or her race, national origin, color, creed, age, sex, disability, sexual orientation, marital status, religion or other category protected by law.

WIN-PAY invoices are for labor and we agree to pay such invoices upon receipt.