**Time Sheet**

**EMPLOYEE'S NAME (please print):**

**EMPLOYEE'S SIGNATURE:**

***Please fax time sheets to The Xcel Group every Monday by 11:00 A.M.***

**Time Sheet for Week Ending: (Sunday)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DATE**  **WORKED** | **START**  **TIME** | **FINISH**  **TIME** | **LESS**  **LUNCH** | **REGULAR**  **HOURS** | **OVERTIME**  **HOURS** |
| Monday: |  |  |  |  |  |
| Tuesday: |  |  |  |  |  |
| Wednesday: |  |  |  |  |  |
| Thursday: |  |  |  |  |  |
| Friday: |  |  |  |  |  |
| Saturday: |  |  |  |  |  |
| Sunday: |  |  |  |  |  |
|  |  |  | **TOTALS:** | 0.0  Regular Hours | Overtime Hours |

CONSULTING AGREEMENT

The Employee named above, and who has signed this agreement, is an Employee of The Xcel Group and not of the firm or individual for who this Temporary Service is being performed (the "Client”).

We understand that the supervision of the assigned employee for the agreed upon duties is the responsibility of “the Client”. We hereby warrant that we (“the Client”) agree to indemnify and hold The Xcel Group harmless from any damages, claims, suits, demands, or other causes of action which may arise or be asserted against The Xcel Group by reason of (client’s) failure to comply with the same.

It is agreed, by and between Client and The Xcel Group: Should Client, within six (6) months of the last Temporary Service performed, hire Employee named in this Agreement, Client shall be liable for payment of the standard Placement Fee. It is further agreed that should suit for collection of either Temporary Services or the Permanent Employment fee be necessary, Client shall be liable for both attorney's fees and court costs incurred by The Xcel Group.

Any account delinquent after thirty (30) days shall be subject to late charges of five per cent (5%) per month on the unpaid balance.

Hours worked are to be rounded off to the nearest quarter hour. CLIENT'S APPROVAL OF OVERTIME MUST BE INDICATED WITH SUPERVISOR'S INITIALS IN THE SPACE PROVIDED BELOW. (The State of California defines overtime as any time over 8 hours per day or 40 hours per week.)

**Client:**

**Client Signature: Overtime Approval:**

**Fax No. (650) 570-7114**

**1700 S. El Camino Real, Suite 345**

**San Mateo, California 94402**