

//////	MON	TUES	WED	THURS	FRI	SAT	SUN
FILL IN DATE							
TIME STARTED							
TIME FINISHED							
LESS LUNCH							
HOURS WORKED							
CLIENT APPROVAL INDICATES ACCEPTANCE OF THE TERMS AND CONDITIONS ON THE REVERSE SIDE. DO NOT SIGN IF HOURS ARE NOT TOTALED.					TOTAL HOURS FOR THE WEEK		
CLIENT SIGNATURE:				DATE	HOURS	MINS	EMPLOYEE SIGNATURE:
OFFICE ADDRESS				EMPLOYEE NAME (PLEASE PRINT)			
<b>Walton-Thomas International</b> 818 18th Street, NW, Suite 600 Washington, DC 20006				ORIGINAL & ONE COPY – WTI ONE COPY - CLIENT COMPANY ONE COPY - EMPLOYEE			



**Walton-Thomas International**  
**Employee Time Sheet**

**CLIENT AGREEMENT**

It is understood that the individual signing this time sheet is an authorized representative of the company and hereby certifies that the hours are correct and that the work was performed satisfactorily.

The client agrees that utilization of the individual named on the reverse of this time sheet, on either a temporary or permanent basis within twelve months from date on time sheet, will be through Walton-Thomas International (WTI). If the client desires to hire this person on a permanent basis, it is agreed that notification of this intent will be given to WTI and that the person will remain on WTI's payroll for 480 hours (approximately twelve weeks) from date of notification. A client who unilaterally extends an offer of employment to a WTI employee will incur a placement fee equal to 20% of the first year's annual salary to be paid within ten days of employee's starting date.

The client agrees to comply with WTI's credit terms. Delinquent accounts will be subject to late charges of 1½% monthly (annual rate of 18%) on the unpaid balance. Client agrees to pay any attorney's fees and reasonable court costs required to collect on unpaid balance.