



📞 914.214.4555 📍 1133 Westchester Ave., White Plains, NY 10604 🌐 www.topprospectgroup.com 💎 Information Technology Services

| | | | | | |
|---|-----|------|--------------------|----------------------|--------------|
| MONTH | DAY | YEAR | WEEK ENDING SUNDAY | CLIENT INFORMATION ▼ | COMPANY NAME |
| EMPLOYEE NAME | | | | | CONTACT |
| EMPLOYEE CELL INFO | | | | | PHONE |
| EMPLOYEE EMAIL | | | | | EMAIL |
| IS YOUR ASSIGNMENT CONTINUING <input type="checkbox"/> COMPLETED <input type="checkbox"/> | | | | | ADDRESS |

| DAY | DATE | TIME STARTED | TIME FINISHED | LESS LUNCH | TOTAL HOURS |
|--|------|--------------|---------------|------------|-------------|
| MON | | | | | |
| TUES | | | | | |
| WED | | | | | |
| THURS | | | | | |
| FRI | | | | | |
| SAT | | | | | |
| SUN | | | | | |
| TOTAL HOURS | | | | | |
| EMPLOYEE SIGNATURE _____ (I hereby verify that I have worked the hours indicated on this timesheet) | | | | | |

▼ TIMESHEET INSTRUCTIONS ▼

This timesheet must be fully completed, signed by your supervisor, and submitted by 10am Monday before a paycheck can be issued. Please be sure hours for each day and total hours worked are properly added and rounded off to the closest 15 minute increment. Timesheets with addition errors may not be processed.

▼ NOTES TO PAYROLL ▼

▼ FOR OFFICE USE ONLY ▼

AUTHORIZED CLIENT SIGNATURE _____ DATE _____ AUTHORIZED CLIENT NAME (PRINT) _____ TITLE _____
(Constitutes agreement of Terms and Conditions)

Terms and Conditions

I certify that the total hours shown are true and correct, and this signature is authorization to bill the named company for these hours. We agree to accept a fax or email copy of this document in place of the original. We understand that employees of Top Prospect Group Inc. are referred to us on a temporary basis. If our company or an affiliate employs this person on their payroll, or in a consulting position, or utilizes this person's services through another temporary or outsourcing service within 1 year after the termination of this person's temporary assignment, we agree to pay Top Prospect Group Inc. a fee equal to 30% of the annualized salary offered this employee. We also agree to Top Prospect Group Inc.'s Terms of Payment and Conditions of Assignment and its payment terms of "Net Due Upon Receipt" and will process their invoices accordingly.