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FF NY

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Your Name		Company Name		Week Ending Sunday	
Telephone Number		Department		Office Use	
Company Address				Returning to Assignment	
				Check Handling	

Note: Checks marked "Hold for Pickup" will be mailed at 6:00pm on Tuesday evening if not picked up prior.

PLEASE ENTER TIME ROUNDED TO THE NEAREST QUARTER HOUR							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Time In	:	:	:	:	:	:	:
Lunch Out	:	:	:	:	:	:	:
Lunch In	:	:	:	:	:	:	:
Time Out	:	:	:	:	:	:	:
Total Hours Worked							Total for Week

Timecards are due by 12 noon on Monday of the following work week, NO EXCEPTIONS

See Important Terms and Conditions Below:

I certify that I worked the hours shown above.

EMPLOYEE SIGNATURE

I certify that the dates and time shown above are correct.

CLIENT PRINT

CLIENT SIGNATURE

fourthFLOOR fashion talent ("fourthFLOOR") TEMPORARY EMPLOYEE INSTRUCTION AND TIMECARD PROCEDURE:

- Please record the name of the Client to which you are assigned, as well as your full name where indicated on the timecard.
- fourthFLOOR's work week begins Monday and ends Sunday. Therefore, please record Sunday's date on the timecard.
- All temporary employees who work for a period of more than 6 hours a day must take at least a 30-minute continuous and uninterrupted duty-free meal period between the hours of 11am and 2pm. Your continuous and uninterrupted duty-free meal period must be recorded on your timecard each day. By signing the timecard you certify that all applicable rest and meal periods were provided and utilized.
- Please record your In and Out times on the fourthFLOOR timecard, including applicable meal periods. Record time to the nearest 1/4 hour.
- Timecards may be faxed or emailed to fourthFLOOR upon completion of assignment. You must call (212) 209-6280 to verify our receipt of your faxed or emailed timecard.
- Please provide fourthFLOOR with a separate timecard for each assignment and a separate timecard for each week.
- You must sign the fourthFLOOR timecard before payment to you can be processed. Unsigned timecards will not be honored.
- Please indicate on the fourthFLOOR timecard whether you are returning to the same assignment. If not, please call your fourthFLOOR Account Manager.
- An authorized representative of the Client to which you are assigned must sign the fourthFLOOR timecard before payment to you can be processed. Timecards without the appropriate Client signature will not be honored.
- fourthFLOOR temporary employees are absolutely prohibited on assignment from: 1) operating any motorized vehicle; 2) operating any machinery (other than standard office equipment); 3) lifting or otherwise moving any heavy objects; and 4) handling any securities, cash or other valuables without prior written consent of fourthFLOOR.

CLIENT TEMPORARY SERVICES CONTRACT

The following is understood and agreed to by fourthFLOOR fashion talent ("fourthFLOOR") and Client, to whom persons are assigned to perform services:

- Persons assigned to the Client are employees of fourthFLOOR and may not be hired directly or indirectly by Client for a period of one (1) year from the date of completion of any temporary work assignment for Client.
- In the event Client wishes to hire a fourthFLOOR temporary employee on a full or part-time basis or refer a fourthFLOOR temporary to another entity or person, Client should first request a copy of the fourthFLOOR Agreement for Full Time Placement Services. fourthFLOOR will forward a copy thereof to Client.
- In the event a fourthFLOOR temporary refers a candidate to Client for any position, such referral will be considered a fourthFLOOR employee candidate referral and the hiring of such candidate will be subject to the terms and conditions of our Agreement for Full Time Placement Services.
- In the event there is a dispute between Client and fourthFLOOR regarding our temporary services or the payment of our invoices for temporary services or the direct hiring of a fourthFLOOR temporary employee and/or the payment of the fees described in the Agreement for Full Time Placement Services such that litigation ensues, the prevailing party in any such action will be entitled to all reasonable costs incurred by it in connection with the action and attorneys' fees.
- fourthFLOOR will pay the temporary employee for the total hours noted above and will then bill Client accordingly.
- All temporary employees who work for a period of more than 6 hours a day must take at least a 30-minute continuous and uninterrupted duty-free meal period between the hours of 11am and 2pm.
- All overtime hours will be billed to Client at the same multiple as required by law.
- Employees will be paid, and Client will be billed, for reporting time pay as required by law.
- Daily interest equal to one and one half percent (1.5%) per month (18% per annum) will be owed on unpaid balances over thirty (30) calendar days past due.
- Client represents and agrees that it has and will comply with city, state and federal laws regulating employment. Client agrees to indemnify and defend fourthFLOOR from and against any and all liabilities, fines, damages, fees and expenses arising out of Client's failure to comply with applicable employment law or any unlawful action taken by Client against fourthFLOOR employees.
- fourthFLOOR temporary employees are absolutely prohibited on assignment from: 1) operating any motorized vehicle; 2) operating any machinery (other than standard office equipment); 3) lifting or otherwise moving any heavy objects; and 4) handling any securities, cash or other valuables without prior written consent of fourthFLOOR.
- At Client's request, fourthFLOOR will conduct a criminal background check on temporary employees assigned to Client and bill Client accordingly.
- Should you have any questions concerning the above, please contact fourthFLOOR immediately.