

# CTI GRAPHICS & NEW MEDIA A DIVISION OF CTI METROPOLITAN

Phone: 212.297.1299 • Fax: 212.286.9066

Employee Name (please print)	
Week Ending Sunday	Employee Signature

<b>SHIFT 1</b>	Date		In	Out	Less Lunch	Total Hours
	Mon.					
	Tues.					
	Wed.					
	Thur.					
	Fri.					
(Day) Mon. – Fri.			<b>SHIFT 1 TOTAL HOURS</b>			
Job Order Number			<b>SHIFT 1 TOTAL HOURS</b>			

<b>SHIFT 2</b>	Date		In	Out	Less Lunch	Total Hours
	Mon.					
	Tues.					
	Wed.					
	Thur.					
	Fri.					
(Eve) Mon. – Fri.			<b>SHIFT 2 TOTAL HOURS</b>			
Job Order Number			<b>SHIFT 2 TOTAL HOURS</b>			

<b>SHIFT 3</b>	Date		In	Out	Less Lunch	Total Hours
	Mon.					
	Tues.					
	Wed.					
	Thur.					
	Fri.					
	Sat.					
	Sun.					
(Mid-Week Weekend) Mon. – Fri. and include Sat-Sun (Holiday)			<b>SHIFT 3 TOTAL HOURS</b>			
Job Order Number			<b>SHIFT 3 TOTAL HOURS</b>			

Company Name (Please Print)*	Total Hours Signed For
Authorized Signature	
Please Print Name	
Supervisor's Phone #	

I wish to receive my check at:	Assignment Completed
<input type="checkbox"/> 331 Madison Avenue, N.Y., N.Y. 10017 <input type="checkbox"/> Please mail to my home	<input type="checkbox"/> Yes <input type="checkbox"/> No

\*The Client (the "Company") understands and agrees that CTI Metropolitan, will bill the company based upon the total hours shown and that upon signing this form such figure will become binding upon the Company as true and correct. The Company understands and agrees that payment is due within 30 days from the date of billing and that any overdue balance is subject to interest at the rate of 1 1/2% per month. Should CTI Metropolitan commence legal action to collect any overdue amount, the Company understands and agrees that CTI Metropolitan will be entitled to an award for costs and reasonable attorneys' fees.

The Company understands that the temporary employee is the employee of CTI Metropolitan and represents a substantial investment of CTI Metropolitan. The Company agrees not to employ for its own account or to transfer to another temporary agency such employee. Should the Company violate this agreement and employ such employee for its own account or transfer such employee, the Company agrees to pay to CTI Metropolitan or its affiliate damages as follows: 1% per thousand of the annual salary for employing such employee directly or 250 times the hourly bill rate if the Company transfers the person to another agency. The company agrees that those damages are reasonable, and not a penalty, based upon the facts and circumstances of the parties at the time of entering this agreement, and with due regard to future expectations.