

Creative Options - On-line Timesheet

800 Third Street Suite 130 Herndon, VA 20170

(703) 294-4800 (Fax) 703-294-6700

Employee Name:			
Home Phone:		Cell Phone:	

Time Record

Day	Date	Start	Finish	Less Meals	Regular Hours	Overtime Hours
Sun						
Mon						
Tues						
Weds						
Thu						
Fri						
Sat						
Week Ending Date (Sat)				Total		

Please Indicate Category Worked

Production	Proofreading	Editing	Design	Writing	Computer Graphics	Web Design
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other _____

Client Name					
Street					
City		State		Zip	

We understand that there is a 4 hour daily minimum. It is agreed that the time shown is recorded correctly and that the services rendered by the Creative Options employee were satisfactory. It is agreed that the insurance furnished by Creative Options does not cover physical loss or damage to the client's equipment and property. Creative Options shall be held harmless against any and all claims and liabilities, including attorney's fee and/or court costs connected with Creative Option's performance as a supplier of services to the client.

We further agree that if we wish to hire any Creative Options employee on a full-time basis we will be charged a permanent placement fee.

Client Signature		Date	
I will pick up my check	<input type="checkbox"/>	Please mail my check	<input type="checkbox"/>