

**IMPORTANT INFORMATION ABOUT COMPLETING AND FAXING YOUR TIME SHEET**

1. Once completed and approved, use this sheet for faxing
2. Fax on Friday to ensure prompt payment to (866) 313-4798



Week Ending Date (Friday) / /	<b>Time Sheet</b> Time worked for one week only. Start with Saturday and end on Friday midnight. Enter time to nearest quarter hour (.00; .25; .50; .75) only		
<b>Client Information</b>	<b>Day</b>	<b>Dates (m/d)</b>	<b>Billable Time</b>
Client Name (print)	Saturday	/	
Supervisor	Sunday	/	
Address	Monday	/	
City, State, Zip	Tuesday	/	
Client Telephone	Wednesday	/	
	Thursday	/	
	Friday	/	
	<b>Total Time</b>		
<b>Fax timecard to (866) 313-4798</b>			

<b>Client Approval</b>	<b>KBW Financial Staffing &amp; Recruiting Employee</b>
The hours as shown above are correct (line through days and hours not used) and the work performed is satisfactory to the best knowledge of client. By signing the client approval, we also acknowledge that we are bound by the terms of KBW service agreement or a master agreement that may be in effect. If no such agreement has been executed by the parties hereto, with respect to the matters covered below, we are bound by the conditions of the assignment set forth hereon.	Job Title or Function:
Supervisor Name (print)	Consultant's Name (print)
Supervisor Signature	Consultant's Signature
I certify that the days shown on this time sheet are correct and were worked by me:	

**Conditions of Assignment**

KBW Financial Staffing & Recruiting will provide professionals to render services on your premises and **under your supervision**. If requested, for each engagement of our services, we will give you an attachment to this agreement, a **Work Schedule** that will describe: The *services* we will provide, The *professionals* we will assign, The anticipated *start and end dates* for the engagements, The *hourly charge* for each professional, and The *name* of our contact manager. If any changes or additions are made, you may request an updated Work Schedule by notifying our contact manager. Our professionals will perform all duties within their skills related to the engagement, except that you understand that they are not authorized to sign tax returns, render legal accounting opinions, handle or transport cash or other negotiable instruments or make any final decisions on your behalf that would normally be made by one of your directors or officers.

FEES

Fees for services will be described in each attachment to this agreement. Each professional will keep a log of hours worked and present it to you weekly for your signature. Bills will be submitted to you weekly and **are due upon receipt**. **In the event you or any affiliate hire or engage any of our professionals**, whether directly or indirectly, within twelve months following the termination of the professional's services to you under this agreement, you will pay us a conversion fee of 25% of the sum of the employees anticipated aggregate annual compensation. **Any hours over 40 will be invoiced to you at 1.5 times the regular hourly rate.**

EQUAL EMPLOYMENT AND SAFETY

Both parties agree to comply with all applicable equal employment opportunity laws, including, but not limited to, Title VII of the 1964 Civil Rights Act, the Civil Rights Act of 1991, the Americans with Disabilities Act, and, if applicable, the affirmative action requirements of Executive Order 11246, the Rehabilitation Act of 1973, as amended, and the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended. You certify that your premises comply with all government requirements regarding safe working conditions and that our professionals working on your premises will be given any required safety training or information.

GUARANTEE

If for any reason you are dissatisfied with a professional assigned to you, we will immediately remove that person and furnish a replacement as soon as possible if necessary. If we are notified of your dissatisfaction before the completion of the person's second day of work, we will not charge you for the first 16 hours worked by the person. We make no other warranty, either express or implied. We will not be liable for incidental, indirect or consequential damages or lost profits, and our maximum liability for any specific engagement, in any case, will not exceed the fees actually paid to us for that engagement.

TERMINATION OR CHANGES

This letter reflects the entire understanding between us of our engagement. Any modifications, amendments or changes to this agreement must be in writing and signed a principal owner of Kroll, Becker & Wing, LLC. Either party may terminate this agreement with 30 day's notice

**We appreciate the opportunity to be of service to you and look forward to the successful completion of your project(s).**