



Providing Excellence In Financial Staffing

TIME SHEET AND CONVERSION FEE CONTRACT

WEEK ENDING DATE _____ - _____ - _____

Accountix Employee Information

EMPLOYEE NAME _____

EMPLOYEE SOCIAL SECURITY NUMBER _____

EMPLOYEE SIGNATURE _____

Client Information

CLIENT NAME _____

DIRECT REPORT FOR ACCOUNTIX EMPLOYEE _____

CLIENT ADDRESS _____

CITY _____ STATE _____ ZIP _____

CLIENT PHONE NUMBER _____

Approval Signature from Client

THE BILLABLE HOURS ARE CORRECT AND WE ARE BOUND BY THE TERMS AND CONDITIONS OF ASSIGNMENT AS STATED.

SIGNATURE _____

TITLE _____

DATE _____

OFFICE USE ONLY:

Invoice Number:		Check Number:		Bill Rate:		Pay Rate:	
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CONDITIONS OF ASSIGNMENT

Thank you for choosing **Accountix LLC**. The employee named within this *Time Sheet and Conversion Fee Contract* is assigned to your company under the following conditions:

- 1.** The employee named on this *Time Sheet and Conversion Fee Contract* is an employee of **Accountix LLC**, and shall not be deemed your employee. All applicable withholding taxes, unemployment taxes, social security, state disability insurance and all other applicable payroll charges will be paid by **Accountix LLC**. The **Accountix LLC** employee is adequately covered by workers' compensation insurance.
- 2.** **Accountix LLC** guarantees the employee named on this contract. If your company is dissatisfied with the performance of the employee, **Accountix LLC** will replace the individual assigned with a new **Accountix LLC** employee. **Accountix LLC** will not charge your company for up to the first eight hours worked, provided **Accountix LLC** replaces the individual with an individual whom is acceptable to your company. If no contact is made with **Accountix LLC** within the first eight hours of the assignment, you agree the employee assigned is satisfactory and further agree to the *Conditions of Assignment*.
- 3.** Compensation to the employee named on this *Time Sheet and Conversion Fee Contract* will be paid on a weekly basis, and you will be billed on a weekly basis. All invoices are due upon receipt.
- 4.** This *Time Sheet and Conversion Contract* will be filled out completely and hours will be totaled by the **Accountix LLC** employee. Our employee will present this to you for your approval signature. Please review the daily hours worked and totals, including any overtime and double time worked. Your authorized signature will acknowledge and accept the total hours the individual has worked at your company. Please keep the Blue Copy of this *Time Sheet and Conversion Fee Contract* for your records.
- 5.** The supervision of the **Accountix LLC** employee is the responsibility of your company, wherever you assign this individual, whether it be on or off your premises. **Accountix LLC** is not an accounting or financial firm. Further, the **Accountix LLC** employee named on this *Time and Conversion Fee Contract* is not authorized to sign the name of **Accountix LLC** on any financial statements, opinions or tax returns or tax documents or render an opinion on any financial statements while on an **Accountix LLC** assignment.
- 6.** **Accountix LLC** does not authorize the moving of any office furniture, or the operation of any heavy equipment. Also, **Accountix LLC** does not allow, without written consent, the operation of any company vehicles while on an **Accountix LLC** assignment. If your company wishes to have the **Accountix LLC** employee drive to an off-site location or operate a vehicle during the assignment, you must obtain written consent from your **Accountix LLC** staffing director.
- 7.** Under no circumstance may an **Accountix LLC** employee handle cash, negotiables, or any valuables without the written consent of your **Accountix LLC** staffing director. Further, no **Accountix LLC** employee on any assignment shall be allowed to courier money, securities or any other valuables, nor shall they be assigned to depositing company mail, envelopes, or any other company proprietary information.
- 8.** If your company would like to hire the **Accountix LLC** employee directly, the following conversion fee will apply: one percent (1%) per \$1,000 of the first years salary, maximizing at thirty percent (30%). This fee is due upon the conversion of the **Accountix LLC** employee. No conversion fee will be less than \$1500.00. Your company agrees to pay a conversion fee if the **Accountix LLC** employee named on this *Time Sheet and Conversion Fee Contract* is hired by your company, a subsidiary of your company, or other related company, as a result of your referral, up to six months after the last day of this assignment. The hourly bill rate charged for the **Accountix LLC** employee is predetermined and mutually agreed upon between **Accountix LLC** and your company. This agreement is based on the *Confirmation Letter* which was sent after the initial communication between a staffing director at **Accountix LLC** and your company's representative or qualified agent.

Accountix LLC is an Equal Opportunity Employer

	DATES		REGULAR TIME		OVERTIME		DOUBLE TIME	
	MONTH	DAY	HOURS	QTR.HR.	HOURS	QTR.HR.	HOURS	QTR.HR.
MONDAY								
TUESDAY								
WEDNESDAY								
THURSDAY								
FRIDAY								
SATURDAY								
SUNDAY								
TOTAL TIME								

REGULAR OVERTIME DOUBLE TIME

Please call (312) 263-5800 with any questions or comments regarding this assignment.

**FAX COMPLETED FORM WITH SIGNATURE TO
(312) 263-5825 ON FRIDAY**