

# WEEKLY TIME REPORT

INTERNET COPY

**ELITE TECHNICAL SERVICES, INC.**

CORPORATE HEADQUARTERS  
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**CONTRACTOR:** \_\_\_\_\_

**CLIENT:** \_\_\_\_\_

**WEEK ENDING:** \_\_\_\_\_

	MON	TUES	WED	THURS	FRI	SAT	SUN	TOTAL HOURS
<b>STRAIGHT</b>								
<b>OVERTIME (if applicable)</b>								

\_\_\_\_\_  
 Signature of Elite's Contractor

\_\_\_\_\_  
 Signature of Manager Approving Hours

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Print Last Name

Contractor agrees to submit an Elite Time Card at the end of each week, written in ink and signed by contractor and a client supervisor. Contractor agrees to report the hours worked by contractor, by telephone or facsimile, to the Elite Corporate Office no later than 10:00 a.m. on the Monday following the week in which the applicable services were rendered. Failure to report the hours worked to the Elite Corporate Office in a timely manner will result in a delay of payment to contractor for services rendered. Contractor acknowledges that payment for services rendered cannot be processed unless and until the verifying time report has been submitted to the corporate office.

By executing above, client acknowledges that the above contractor, including any agent of contractor, (collectively, "Contractor") rendered the services reflected above and agrees to pay all amounts due to Elite Technical ("Elite") arising there from. Client further acknowledges that Elite is not an employment agency and that its contractors are supplied at great expenses to Elite and constitute Elite's sole source of income. Therefore, in consideration thereof, client agrees not to engage, retain or employ any Elite Contractor for a period of one hundred eighty (180) days following the last day that contractor rendered services to client, without the prior written permission from an officer of Elite. Client further acknowledges that a breach of the foregoing will cause Elite damages, which would be extremely difficult and impractical to compute. Client therefore agrees that in the event of a breach of this agreement, client shall pay a placement fee to Elite equal to thousand forty (1040) hours of the contractor's billing rate. Client of said contractor shall make said payment within fifteen (15) days of the first day of retention or employment. Elite does not warrant or guarantee the performance of any contractor placed by Elite. Elite shall not be liable for (I) any claims, costs, expenses, damages, obligations or losses arising from or in connection with the acts or omissions of any contractor including, but not limited to, work on engineering or design concepts or calculations or related drawings, software programs, designs or documentation, or (II) any indirect, special or consequential damages including, but not limited to, loss of profits, interest, earnings or use, whether arising in contract, tort or otherwise.