



**CTY - Cincinnati, LLC**  
dba Consultants To You

providing temporary and permanent information technology staffing solutions

COMPANY NAME \_\_\_\_\_ WEEK ENDING SUNDAY

COMPANY ADDRESS / CITY \_\_\_\_\_

JOB TITLE \_\_\_\_\_ A2U ORDER NUMBER \_\_\_\_\_

EMPLOYEE NAME \_\_\_\_\_ SOCIAL SECURITY NO. \_\_\_\_\_

**Client:** Your signature represents that you are in agreement with all the terms and conditions on front and reverse side hereof and that the hours shown are correct and the work was completed satisfactorily.

AUTHORIZED CLIENT NAME (please print) \_\_\_\_\_ TITLE \_\_\_\_\_

AUTHORIZED CLIENT SIGNATURE \_\_\_\_\_

Is this employee continuing this assignment?  Yes  No

**ROUND TOTAL DAILY HOURS TO NEAREST 1/4 HOUR (.25)**

	Start		Lunch/Out		Lunch/In		Finish		Regular Hours		Overtime Hours	
	Hr.	Min.	Hr.	Min.	Hr.	Min.	Hr.	Min.	Hr.	Min.	Hr.	Min.
MON	.	.	.	.	.	.	.	.	.	.	.	.
TUES	.	.	.	.	.	.	.	.	.	.	.	.
WED	.	.	.	.	.	.	.	.	.	.	.	.
THUR	.	.	.	.	.	.	.	.	.	.	.	.
FRI	.	.	.	.	.	.	.	.	.	.	.	.
SAT	.	.	.	.	.	.	.	.	.	.	.	.
SUN	.	.	.	.	.	.	.	.	.	.	.	.
Employee, please check one: <input type="checkbox"/> Mail my check <input type="checkbox"/> Hold my check									<b>TOTAL HOURS</b>		.	.

**Employee:** I certify that the hours shown herein represent the total hours worked this week by me and were properly verified by the client.

EMPLOYEE SIGNATURE \_\_\_\_\_

Please place the original and billing copies in an envelope and mail promptly to Accountants To You to ensure timely processing.  
**WHITE - A2U    CANARY - Billing    PINK - Client    GOLDENROD - Employee**

**Terms and Conditions**

The terms and conditions listed below represent significant terms of this contract and form the basis by which Consultants To You, LLC (C2U) provides temporary help to our clients.

The person assigned is an employee of C2U. As such, C2U is responsible for the payment of all applicable federal, state and local taxes as well as unemployment and social security. All employees of C2U are bonded.

Consultants To You, LLC guarantees if you are in any way dissatisfied with our employee's services within the first twelve hours of the assignment we will not charge you for the hours worked, provided that C2U replaces the assigned employee and that you notify us before the end of the first twelve hours.

Consultants To You, LLC invests in each of our employees in the form of recruitment, interviewing, testing and training so as to provide the best qualified and capable employees to our client companies. Our employees represent our pool of skilled professionals.

From time to time, client companies want to offer direct employment to one of our employees assigned to them, or refer our

employee to another business who may want to directly employ them. In such cases, it is agreed the client company will pay to C2U a conversion fee. The agreed conversion fee schedule is outlined on the C2U Client Agreement form. The conversion fee is due at the time of conversion.

Further, it is agreed the conversion fee is payable by the client company should the client company a related company or an unrelated company based on a referral, hire our employee within 12 months of the last day of our employee's assignment to the client company. Also, you agree to pay the conversion fee if the employee is so hired whether on a full time or part time basis or on temporary assignment through another agency.

It is agreed that the client company is responsible, for supervision of the assigned employee while on assignment and that the client company complies with applicable federal and state Occupational Health & Safety Act provisions. In particular, the client company agrees to provide any safety equipment, clothing, or devices necessary or required by law.

It is understood and agreed that an Consultants To You, LLC employee is expressly not authorized to sign financial statements or render opinions on behalf of C2U. An C2U employee is not authorized to operate machinery (other than office machines) or automotive equipment. The insurance furnished by C2U does not cover liability for injury or damage caused by the operation of the client companies automotive vehicles by C2U employees. It is agreed that the client company accepts complete responsibility for bodily injury, fire, theft, property damage, collision or public damage claims, any of which may be caused as a result of an accident while an C2U employee is driving a vehicle which is owned, rented, leased or in any way under the direction of the client company. In addition, an C2U employee is not authorized to handle cash, negotiables or other valuables without written consent of C2U.

It is agreed that invoices are due upon receipt. Unpaid balances past due 30 days from invoice date will accrue interest at a rate of 1.0% per month (12% per annum).