



# SCHEDULE OF HOURS

LegalAssets

Your Name: \_\_\_\_\_ Week Beginning: \_\_\_\_\_

1701 Pennsylvania Avenue, NW  
Suite 300  
Washington, DC 20006  
P: 202-872-0011, F: 202-318-0448, E: temps@legalassets.com

Client Name: \_\_\_\_\_

DAY	DATE	TIME BEGAN	TIME ENDED	MINUS MEALS	TOTAL HOURS	DESCRIPTION OF TASK/ CLIENT BILLING NUMBER
MON						
TUE						
WED						
THU						
FRI						
SAT						
SUN						

**TOTAL**

Employee Signature

Client Signature

- Adjust daily **TOTAL HOURS** to nearest quarter hour or tenth-of-the-hour, depending on Client requirements.
- Assignment completed?  Yes  No
- Completed, signed form should be emailed weekly to [temps@legalassets.com](mailto:temps@legalassets.com) or faxed to Legal Assets at 202-318-0448 no later than 1 PM Monday or by 10 AM Tuesday if Monday is a holiday.
- Paycheck will be mailed to you. (If you opt for Direct Deposit, a simulated check will be mailed to you.) Note that the Direct Deposit procedure takes approximately two pay periods to activate. To initiate Direct Deposit, complete the Direct Deposit enrollment form found on the Legal Assets website and follow the instructions.
- Notify Legal Assets of changes to your address and related personal information.

By its signature on this form, Client agrees to the following:

- LEGAL ASSETS shall be responsible for Employee's compensation, premiums, contributions, federal and state tax withholding, and worker's compensation sums while Employee is assigned to Client.
- Client agrees that it shall not entrust any LEGAL ASSETS Employee with cash, negotiables or valuable property, nor shall Employee be caused or authorized by Client to operate any vehicles or machinery (excluding ordinary office machines) without advance written permission of LEGAL ASSETS. Client further agrees to indemnify and hold harmless LEGAL ASSETS from claims of physical loss, damage, or injury to persons or property resulting from the operation of any vehicles or equipment at the request of or in the course of any assignment for Client by LEGAL ASSETS Employee.
- Client agrees that it shall inform LEGAL ASSETS Employee of the confidential nature of information to which Employee may gain access.
- Client agrees to indemnify and hold harmless LEGAL ASSETS for any actions resulting from acts of an Employee for which Client may be adjudged liable.
- Client agrees not to hire LEGAL ASSETS Employee directly or indirectly while Employee is assigned by LEGAL ASSETS to Client, nor shall Client hire LEGAL ASSETS Employee within ninety (90) days following the completion of Employee's term with Client as a LEGAL ASSETS Employee unless Client first pays to LEGAL ASSETS a fee of twenty percent (20%), exclusive of local taxes, if any, of the annual salary agreed to between Client and LEGAL ASSETS Employee.
- Client agrees not to facilitate or be complicit in the assignment or re-assignment of LEGAL ASSETS Employee to it or to affiliated counsel via a placement agency or placement entity of Client or affiliated counsel unless ninety (90) days has passed from the completion of Employee's term with Client or affiliated counsel.