



DeltaForce

Legal Staffing

Top Pay & Best Benefits!

TOP HOURLY PAY

Highest rates paid for top-notch
Legal Secretaries, WP Operators
Paralegals & Proofreaders.

HOLIDAY PAY

Accumulate 350 hours of work and
qualify for holiday pay. Ask for program details.

REFERRAL BONUSES

Earn \$100 when you refer a candidate
who works 100 hours for Delta.

MEDICAL PLAN DENTAL PLAN

Information available
upon request.

401k PLAN

Ask about our 401k
Retirement Plan.

DIRECT DEPOSIT

Have your weekly pay
conveniently deposited directly
into your bank account.

JOB POSTINGS

See our website:
www.deltaforcelegal.com

FREE ADVANCED TRAINING

Hands-on, advanced word
processing training taught by law
firm trainers hired by Delta.

DeltaForce Personnel Services Inc.

10 East 40th Street
Suite 1305
New York, NY 10016

Client : 212-725-2100
Employee: 212-725-1727
Fax: 212-545-8125

Timesheet must be submitted each Tuesday by 6pm
(Please call to confirm receipt)

DeltaForce Personnel Services Inc.



10 East 40th Street • Suite 1305
 New York, NY 10016
 Client : 212-725-2100
 Employee: 212-725-1727
 Fax: 212-545-8125

Email us at temp@deltaforcelegal.com

Week ending SUNDAY _____ / _____ / _____

Firm _____

Dept. _____

Employee Name _____

Social Security _____

Job Title: Secretary WP Operator Paralegal

Proofreader Other _____

Timesheet must be submitted each Tuesday by 6pm
 (Please call to confirm receipt)

I certify that these hours were worked by me during the week ending shown above, and were properly verified by an authorized representative of the client.

Employee Signature _____

DAY	DATE	TIME IN	TIME OUT	LESS BREAK	TOTAL HOURS
MON.		<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM		
TUE.		<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM		
WED.		<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM		
THU.		<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM		
FRI.		<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM		
SAT.		<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM		
SUN.		<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM		

TOTAL HOURS

OVERTIME HOURS
(Total weekly hours minus 40)

CLIENT approval:

By signing below, it is agreed that the total hours shown are correct and Client agrees to the provisions on the reverse side of the time slip.

Client/Matter No. _____

Client Authorized Signature _____

Print Authorized Signature _____

TERMS AND CONDITIONS OF SERVICE

EMPLOYEE: Employee agrees not to accept full time or temporary employment by any Client of Delta Force Personnel Services, Inc. ("Delta") within 180 days of completing any assignment with such Client as a Delta employee without written authorization of Delta.

CLIENT, for itself, affiliates and subsidiaries agrees to the following conditions, and consents to be bound by the following:

- 1.** CLIENT acknowledges that Delta has incurred substantial recruitment, screening and training expenses with respect to its temporary employees and accordingly agrees that if within the next 180 days, CLIENT, or any affiliate of CLIENT, or employs or contracts any of Delta's employees assigned to CLIENT, ("Temporary Employees") directly or indirectly or through another temporary service, it shall be deemed to be as a result of Delta's referral and assignment of such Temporary Employee to CLIENT, and a contractual placement fee shall immediately become due by CLIENT to Delta computed at the standard rate of 1% per each \$1,000, to a maximum of 30%, of the starting annualized wage paid to or for such former Temporary Employee.
- 2.** CLIENT agrees to indemnify and hold harmless Delta, its officers and employees, from and against any and all claims, losses, judgements, liabilities or claims for attorneys' fees arising out of or resulting from: (a) the Temporary Employee's use of or operation of CLIENT'S owned, non-owned or leased vehicles, machinery or equipment; and (b) any negligence, wrongful acts or breaches of this Agreement by CLIENT or by any other person.
- 3.** Without first obtaining written permission from Delta, CLIENT shall not entrust any Temporary Employee with unattended premises, unsupervised access to telephones, cash, negotiables, jewelry or any other valuables. Delta will not be responsible for claims made under Delta's fidelity bond or otherwise under any circumstances unless such claims are reported to Delta in writing by the client within thirty days of the alleged occurrence.
- 4.** Delta invoices reflect payroll already paid to Delta employees for services provided to the CLIENT. CLIENT agrees to payment terms of Net Upon Receipt of invoice and that late charges will accrue on unpaid balances after 60 days from the date of receipt of the invoice at the rate of 1½% per month. CLIENT specifically agrees to pay the late charge.
- 5.** CLIENT agrees that if a non-exempt Temporary Employee works more than forty, (40) hours in any work week for CLIENT, that Temporary Employee is entitled to compensation at the hourly rate of time and one-half for such overtime hours. CLIENT agrees to pay Delta at one and one-half (1½) times the hourly bill rate for all such overtime worked.
- 6.** CLIENT'S signature certifies that the hours shown are correct, that the work was performed to the CLIENT'S satisfaction and authorizes Delta to bill CLIENT for the hours worked by the named Temporary Employee. CLIENT agrees that the representative who signs this Agreement is authorized to do so, that Delta may rely upon that signature as binding upon CLIENT, and that time sheets submitted by facsimile transmission shall be accepted as valid for billing purposes.