

**Creative Options - On-line Timesheet**  
 2000 North 15<sup>th</sup> St. Suite G2-100 Arlington, VA 22201  
 (703) 294-4800 FAX (703) 294-6700

<b>Employee Name:</b>			
<b>Home Phone:</b>		<b>Cell Phone:</b>	

**Time Record**

Day	Date	Start	Finish	Less Meals	Regular Hours	Overtime Hours
Sun						
Mon						
Tues						
Weds						
Thu						
Fri						
Sat						
<b>Week Ending Date (Sat)</b>				<b>Total</b>		

**Please Indicate Category Worked**

<b>Production</b>	<b>Proofreading</b>	<b>Editing</b>	<b>Design</b>	<b>Writing</b>	<b>Computer Graphics</b>	<b>Web Design</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other</b>						

<b>Client Name</b>					
<b>Street</b>					
<b>City</b>		<b>State</b>		<b>Zip</b>	
<p>We understand that there is a 4 hour daily minimum. It is agreed that the time shown is recorded correctly and that the services rendered by the Creative Options employee were satisfactory. It is agreed that the insurance furnished by Creative Options does not cover physical loss or damage to the client's equipment and property. Creative Options shall be held harmless against any and all claims and liabilities, including attorney's fee and/or court costs connected with Creative Option's performance as a supplier of services to the client.</p> <p>We further agree that if we wish to hire any Creative Options employee on a full-time basis we will be charged a permanent placement fee.</p>					
<b>Client Signature</b>				<b>Date</b>	
<b>I will pick up my check</b>	<input type="checkbox"/>	<b>Please mail my check</b>	<input type="checkbox"/>		

Please make four copies of this time sheet, have the client sign all of them. Mail two copies to Creative Options. Keep a copy for your records and give one to the client.