

From: \_\_\_\_\_  
(Freelancer)

WEEK: Mon. \_\_\_\_\_ to Sun. \_\_\_\_\_

**SPECIAL INSTRUCTIONS:**

VACATION PAY? \_\_\_\_\_

ADVANCES TAKEN? \_\_\_\_\_

OVERTIME? \_\_\_\_\_

SPECIAL RATE? \_\_\_\_\_

**DELIVERY:** \_\_\_\_\_ Hold for pick up  
\_\_\_\_\_ Mail \_\_\_\_\_ Legal Alt. Courier

ASSIGNMENT FOR: \_\_\_\_\_

Client's Name \_\_\_\_\_

Address \_\_\_\_\_

RATING OR COMMENTS: \_\_\_\_\_

**PLEASE CALCULATE TO NEAREST QUARTER HOUR**

<u>DATE</u>	<u>A.M.</u>	<u>P.M.</u>	<u>HRS. WORKED</u>
_____	_____ TO _____	_____ TO _____	_____
_____	_____ TO _____	_____ TO _____	_____
_____	_____ TO _____	_____ TO _____	_____
_____	_____ TO _____	_____ TO _____	_____
_____	_____ TO _____	_____ TO _____	_____
_____	_____ TO _____	_____ TO _____	_____
_____	_____ TO _____	_____ TO _____	_____

PER: \_\_\_\_\_  
Client

TOTAL HOURS FOR THE WEEK \_\_\_\_\_\*

All LFC freelancers are assigned under the care, control & supervision of the clients and the client is responsible for all acts, errors and omissions arising out of its employment of the freelancer.

Freelancer's Signature \_\_\_\_\_

*Freelancer to retain Pink Copy • Client to retain Yellow Copy • Original (White) Copy to Legal Freelance Centre*

*We personally select our freelancers to ensure a high level of quality and professional competency.*

**The Legal Freelance Centre** A Division of Vancouver Legal Secretaries' Freelance Centre Inc.

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*We are dedicated - To Professionalism*