

From: \_\_\_\_\_ WEEK: Mon. \_\_\_\_\_ to Sun. \_\_\_\_\_ (Day/Month)  
(Freelancer)

**SPECIAL INSTRUCTIONS:**

VACATION PAY? \_\_\_\_\_  
ADVANCES TAKEN? \_\_\_\_\_  
OVERTIME? \_\_\_\_\_  
SPECIAL RATE? \_\_\_\_\_

**ASSIGNMENT FOR:**

Client's name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

**RATING OR COMMENTS:**

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

**PLEASE CALCULATE TO NEAREST QUARTER HOUR**

DATE	A.M.	P.M.	HRS. WORKED
	TO	TO	
	TO	TO	
	TO	TO	
	TO	TO	
	TO	TO	
	TO	TO	
	TO	TO	
	TO	TO	

**TOTAL HOURS FOR THE WEEK:**

Client's Signature \_\_\_\_\_

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

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.

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



**the legal freelance centre**  
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