

GRAPHIC ASSISTANTS INC.

146 Laird Drive, Suite 202A, TORONTO, ON M4G 3V7
TELEPHONE 416•425•4601 FAX 416•425•6956 admin@graphic-assistants.com

JOB HOURS AND PLACEMENT FEE AUTHORIZATION

DATE

CLIENT

FREELANCER

The above CLIENT, by signature below, authorizes for invoicing the number of hours worked as indicated below. The CLIENT further agrees to pay an additional placement fee to GRAPHIC ASSISTANTS INC. if the above freelancer is hired by the above CLIENT or an associated company on a temporary or permanent basis within 365 days following the last day of this assignment. Said fee will be according to the GRAPHIC ASSISTANTS INC. fee schedule in effect at that time.

DAY	DATE	NO. OF HOURS	CLIENT AUTHORIZATION
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
SATURDAY			
SUNDAY			
TOTAL HOURS			

PAYMENT TERMS: NET 15 DAYS. 1.5% INTEREST PER MONTH CHARGED ON OVERDUE ACCOUNTS.