

BEVERLY HILLS BAR ASSOCIATION
Personnel Referral Service, Inc.
300 South Beverly Drive, Suite 214, Beverly Hills, CA 90212-4805
Temp (310) 553-4575 Perm (310) 553-1715 FAX (310) 553-6940

WAGE STATEMENT
(Receptionist, General Office)

To: Firm _____
Address _____
City _____ Zip _____

For: Temporary Legal Services of:
Your Employee _____
Social Security No. _____
Address _____
City _____ Zip _____

Dates Worked: From _____ To _____
Total Regular Hours Worked: _____ hrs. at \$ _____ per hour..... \$ _____
Total Overtime Hrs. (Over eight (8) hrs/day or forty (40) hrs/wk.)
Worked: _____ hrs. at \$ _____ per hour (time and a half)..... \$ _____
TOTAL GROSS AMOUNT DUE TO EMPLOYEE..... \$ _____
TOTAL DUE TO SERVICE (**15% of total gross due employee.**) \$ _____

(Check payable to the Personnel Referral Service, Inc., 300 S. Beverly Drive, Suite 214, Beverly Hills, CA 90212. This commission is due at the time the employee is paid.)
YOU MUST INCLUDE A COPY OF THIS WAGE STATEMENT!

NOTE: All personnel referred to you on temporary status are NOT EMPLOYEES of PRS and PRS is not responsible for employee taxes, if any. All wages are to be paid directly to the temporary personnel and commissions paid separately to PRS. Any tax statement for wages received by that employee is to be mailed directly to the employee.

In the event you choose to hire a temporary employee on a permanent basis, our permanent placement fee would be due immediately less the commission already contributed on a temporary basis for that employee for the prior six months only. Please call for full details.