

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  
(Legal Secretary)

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 (\$3.00/hr of total hours worked.) \$ \_\_\_\_\_

(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.