

**NORTHWEST STAFFING RESOURCES, INC.
RESOURCE STAFFING GROUP
NORTHWEST STAFFING GROUP
LEGAL NORTHWEST**

NSR SERVES OREGON, WASHINGTON, AND CALIFORNIA.
FOR THE NUMBER OF A BRANCH OFFICE NEAR YOU:
WWW.NWSTAFFING.COM
WWW.LEGALNW.COM
WWW.RESOURCESTAFF.COM

TO OUR CLIENTS:

- PLEASE SIGN THE EMPLOYEE'S TIMECARD AND VERIFY THE HOURS IN WRITING.
- RETAIN A COPY TO MATCH WITH THE INVOICES. YOU WILL BE INVOICED WEEKLY.
- HOURS WORKED IN EXCESS OF 40 HOURS PER WEEK WILL BE BILLED AT TIME AND ONE HALF.
- THERE IS A 4-HOUR MINIMUM PER EMPLOYEE PER DAY.*
- SEE TERMS AND CONDITIONS BELOW

GO PAPERLESS!

ASK YOUR BRANCH ABOUT OUR ONLINE TIME-KEEPING SYSTEM THROUGH OUR WebCENTER.

WEEK ENDING (SUNDAY) ___/___/___

DAY	LUNCH				TOTAL HOURS
	TIME IN	TIME OUT	TIME IN	TIME OUT	
MON					
TUES					
WED					
THUR					
FRI					
SAT					
SUN					

RECORD TO NEAREST 1/4 HOUR (.25) **TOTAL HOURS:** _____

CLIENT/COMPANY NAME _____

CLIENT ADDRESS _____

SUPERVISOR AUTHORIZATION _____

WRITE IN WORDS TOTAL HOURS WORKED _____

TO EMPLOYEE:

EMPLOYEE CERTIFIES NO ACCIDENT OR INJURY WAS SUSTAINED WHILE WORKING ON THE ASSIGNMENT, UNLESS SO NOTED BELOW.

EMPLOYEE NAME- PRINT _____

EMPLOYEE SIGNATURE _____

LAST 4 DIGITS OF SOCIAL SECURITY NUMBER _____

MAIL MY CHECK DIRECT DEPOSIT

I WILL PICK UP CHECK AT: _____

- USE BLACK INK.
 - USE A SEPARATE TIMECARD FOR EACH WEEK AND/OR CLIENT.
 - AUTHORIZED REPRESENTATIVE OF CLIENT COMPANY MUST SIGN TIMECARD.
 - MAKE 2 COPIES OF SIGNED TIMECARD. LEAVE ONE COPY WITH CLIENT, MAIL ONE TO BRANCH, AND KEEP ONE TO FAX.
 - YOU MUST NOTIFY YOUR BRANCH OF YOUR AVAILABILITY TO WORK WITHIN 2 WORKING DAYS AFTER AN ASSIGNMENT ENDS. IF YOU DO NOT MAKE CONTACT, YOU ARE VOLUNTARILY UNAVAILABLE FOR WORK UNTIL YOU MAKE CONTACT.**
- BY EXECUTING THIS FORM EMPLOYEE CERTIFIES THAT FORM IS TRUE AND ACCURATE

DOWNLOAD TIMECARDS AT WWW.NWSTAFFING.COM & GO TO EMPLOYEE RESOURCES -> FORMS-> TIMECARD

CLIENT TERMS AND CONDITIONS

You agree that the terms and conditions following shall apply to every transaction between us (Northwest Staffing, Inc) (NSR) and you (our client):

- We do not provide insurance for our employees driving vehicles. We do not provide insurance for any damage or loss to your property while in our employee's care, custody, or control.
- You agree to be responsible for any liability of claims arising out of the operation of any vehicle by our employee while working for you.
- You agree that you will not entrust our employees with unattended premises or any part thereof, handling of cash, negotiables, jewelry or other valuables without written permission from Northwest Staffing Resource, Inc., and then only when an employee's specific duties necessitate such activity. You agree that any claims made under our fidelity bond must be made by you in writing within ten days of occurrence.
- You agree that you will furnish a suitable place for our employees to work which shall comply with all laws and ordinances related to occupational health and safety and hazardous materials.
- You agree that you will notify us of any changes in the duties our employees from those originally described to us.
- You agree that charges for temporary help are due upon receipt of invoice, and you agree to pay promptly the charges as evidenced by the timecard. A minimum of \$10.00 late fee or 1-1/2% of the amount of the invoice will be charged on all invoices not paid within 15 days of the date of invoice.
- You may hire an NSR employee at no additional charge to you after the employee completes 80 working days (640 hours) on our payroll with your company. If you wish to hire an NSR employee for any position within Client Company, at any time during the first 80 working days, you agree to pay NSR 28% of the total remaining billing otherwise due through the agree- upon 80 working days. You agree not to transfer the NSR employee to the payroll of any other company nor allow this person to work for you through any other staffing or contracting organizations for 120 days after completion of this assignment through us without specific written authorization from NSR management.
- You agree that we are entitled to our attorney fees together with all expenses (including collection agency fees) if it becomes necessary to hire an attorney or collection agency to collect any sums due to enforce any other provision of this agreement.

* The 4-hour minimum per employee per day does not apply under the following conditions:

- Employee is terminated for cause.
- The daily assignment will knowingly take less than 4 hours to accomplish. This agreement will be between the client, employee, and NSR before the acceptance of the assignment.
- Long-term assignments.

Fax Numbers:

Beaverton 503-643-5974
Bellevue 425-646-5113
Clackamas 503-652-5849
Kent 425-251-6839

Legal Northwest 503-274-7895
Portland 503-323-9137
Roseville 916-960-2669
Vancouver 360-695-4901

Fax the timecard to your branch on the last day of your work week. A cover sheet is not necessary.

Please follow up by turning in/sending the original timecard.