

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

NWS 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   |          | TIME IN | TIME OUT | TOTAL HOURS |
|------|---------|----------|---------|----------|-------------|
|      | 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) (NWS) 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.
- Client will obtain the services of each person assigned to its work as an Employee only indirectly through its operational relationship with NWS, unless Client notifies NWS of its wish to obtain the person's services by conversion or by assignment, arrangement, or contract from a source other than NWS and pays NWS a Conversion Fee, as follows. Any conversion of our employee to your employment requested before the 40 hour minimum will be treated as a direct hire and billed as stated under customer specific rates.
 

|              |                          |
|--------------|--------------------------|
| Billed Hours | Fee (% of Annual Salary) |
| 40-160       | 15%                      |
| 161-300      | 12%                      |
| 301-520      | 8%                       |
| 521+         | 0%                       |

You agree not to hire, directly or indirectly, any NWS employee for any position within your company, or any affiliated companies without first satisfying the required hours or conversion fee schedule. Hours worked cannot be transferred to an affiliated division or company. Nor will you allow any NWS employee to work for through any other staffing or contracting organization for 180 days after the latter of an interview or completion of an assignment through us, without specific written authorization from NWS.

- 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 NWS before the acceptance of the assignment.
- Long-term assignments.

**Fax Numbers:**

|                        |                              |
|------------------------|------------------------------|
| Beaverton 503-643-5974 | Legal Northwest 503-274-7895 |
| Clackamas 503-427-2105 | Portland 503-323-9137        |
| Everett 425-322-5701   | Sacramento 916-993-4183      |
| Kent 425-251-6839      | Vancouver 360-695-4901       |

Fax the timecard to your branch on the last day of your work week. Timecards are due by Monday 5pm. A cover sheet is not necessary.

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