

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



1839 NW 24th Avenue
 Portland, OR 97210
 (503) 228-2335 Office
 (503) 228-2175 Fax

DROP OFF, OR FAX YOUR SIGNED TIMECARD TO OUR OFFICE BY MONDAY AT 1:00PM. FAILURE TO SUBMIT BY MONDAY AT 1:00PM MAY DELAY YOUR PAYCHECK UNTIL THE FOLLOWING PAYDAY.

EMPLOYEE SIGNATURE CERTIFIES THAT HOURS SHOWN WERE WORKED BY EMPLOYEE AND WERE VERIFIED BY AUTHORIZED REPRESENTATIVE OR CUSTOMER. EMPLOYEE CERTIFIES THAT NO ACCIDENT OR INJURY WAS SUSTAINED WHILE WORKING ON THE ASSIGNMENT UNLESS REPORTED; AND THAT IT IS HIS/HER RESPONSIBILITY TO NOTIFY OUR OFFICE WHEN THIS ASSIGNMENT IS COMPLETE AND TO CONFIRM AVAILABILITY FOR WORK.

CUSTOMER SIGNATURE INDICATED VERIFICATION OF HOURS WORKED AS SHOWN, AND ACCEPTANCE OF TERMS AND CONDITIONS ON REVERSE.

TOTAL HOURS TO NEAREST 1/4 HOUR

AUTHORIZED SIGNATURE

HOURS MINUTES

EMPLOYEE SIGNATURE

CUSTOMER NAME

EMPLOYEE NAME (PRINT)

ADDRESS

SOC. SEC. NUMBER ASSIGNMENT COMPLETE?
 X X X - X X - _ _ _ _ YES NO

REPORT TO TIME

MAIL MY PAYCHECK
 I WILL PICK-UP (LOCATION) _____

PRESS HARD - YOU ARE MAKING 3 COPIES

WHITE - OFFICE

YELLOW - OFFICE

PINK - EMPLOYEE

GOLD - CUSTOMER

CUSTOMER AGREEMENT

Hours and Performance

It is understood that the individual signing this timesheet is an authorized representative of the company who certifies that the hours as shown are correct and that the work was performed in a satisfactory manner.

Liability

Customer agrees that Accounting Connections Northwest's (hereafter ACNW) employees shall not be entrusted with unattended premises, cash, negotiables or other valuables, nor shall they be authorized to operate machinery or motor vehicles without prior written permission by Accounting Connections Northwest in each instance. ACNW's employees cannot render an opinion on a customer's financial statements, nor sign a financial statement or tax return on behalf of ACNW. ACNW's insurance does not cover loss or damage covered by ACNW's employees operating Customer's owned or leased motor vehicles, and customer therefore accepts full responsibility for claims, including the defense thereof, involving bodily injury, property damage, fire, theft, collision, cargo damage or public liability damage sustained or incurred as a result of an ACNW's employee driving such vehicle(s), or arising out of or involving violation by Customer of the above. ACNW is not responsible for claims made if claims are not reported in writing to it by Customer within ten (10) days of discovery of the occurrence. Customer shall defend, indemnify and save ACNW harmless from any and all fines, penalties and assessments, including attorneys' fees, incurred by ACNW as a result of any alleged violations of any Federal, State or Local law, regulation or ordinance relating to health and safety with respect to premises owned or controlled by Customer and to which ACNW's employees are assigned.

Employer-Employee Relationship

It is the responsibility of the Customer to supervise and review the work of the assigned ACNW employee. The Customer accepts the responsibility to discuss all matters concerning this employment, job assignments, pay procedures, etc. with ACNW. If the Customer engages the services of an ACNW employee as a permanent employee of the Customer or its affiliates, as a temporary employee or as an independent contractor within one (1) year after the last day of any assignment through ACNW, a conversion fee will come due. The conversion fee amount is specified in the ACNW TEMPORARY SERVICES TERMS AND CONDITIONS agreement. The Customer understands that all invoices are due upon receipt.