


Day	Mon	Tue	Wed	Thu	Fri	Sat	Sun	 Accounting Connections 4800 SW Meadows Rd. - Suite 300 Lake Oswego, OR 97035 503-228-2335 - Office 503-534-3535 - Fax	
Mo/Day									
Time In									
Time Out								Drop off, fax or email your signed or approved timecard to our office by Monday at 10:00 A.M. Failure to submit by Monday at 10:00 A.M. may delay your paycheck until the following payday.	
Less Lunch								Employee signature or email forward to your supervisor certifies that hours shown were worked by employee and were verified by an authorized representative of the customer. Employee certifies that no accident or injury was sustained while working unless reported; and that it is his/her responsibility to notify our office when this assignment is complete and to confirm availability to work.	
Total Hours								Total Hours to Nearest 1/4 Hour	
Customer signature or acknowledgement via email forward indicates verification of hours worked as shown & acceptance of customer agreement terms & conditions below.						Hours		Minutes	
Authorized Signature								Employee Signature (if faxing or mailing)	
Customer Name						Employee Name			
Address						Social Security Number		Assignment Complete	
						XXX-XX- _____		YES NO	
Report To						Your Paycheck will be mailed unless you check this box indicating that you <u>will</u> pick-up your paycheck at <u>our</u> office.			

Please print or make copies for your files, as necessary before forwarding to Accounting Connections.

Customer Agreement

It is understood that the individual signing, approving or forwarding via email, this timecard for payment 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, LLC's employees shall not be entrusted with unattended premises, cash, negotiable or other valuables, nor shall they be authorized to operate machinery or motor vehicles without prior written permission from Accounting Connections, LLC in each instance. Accounting Connections, LLC's employees cannot render an opinion on a customer's financial statements, nor sign a financial statement or tax return on behalf of Accounting Connections, LLC or the customer. Accounting Connections, LLC's insurance does not cover loss or damage caused by Accounting Connections, LLC's employees operating customer owned or leased 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 Accounting Connections, LLC employee driving such vehicle(s), or arising out of or involving violation by customer of the above. Customer shall defend, indemnify and save Accounting Connections, LLC harmless from any and all fines, penalties and assessments, including attorneys' fees, incurred by Accounting Connections, LLC 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 Accounting Connections, LLC's employees are assigned.

Employer-Employee Relationship

It is the responsibility of the customer to supervise and review the work of the assigned employee. The customer accepts the responsibility to discuss all matters concerning this employment, job assignments, pay procedures, etc with Accounting Connection, LLC. If the customer engages the services of an Accounting Connections, LLC 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 Accounting Connections, LLC, a conversion fee will come due. The conversion fee amount is specified in the Accounting Connections, LLC **TEMPORARY SERVICES AND CONDITIONS** agreement. The customer understands that all invoices are due on receipt.