Instructions for using electronic timecard

1. **Print timecard PDF**
2. **Complete timecard as normal making sure to have your supervisor sign and date**
3. **Photocopy original signed timecard and ensure your supervisor receives a copy of the signed timecard**
4. **Fax to 206-386-4809**
5. **Send original signed timecard to Temporarily Yours via mail: 720 3rd Ave., Suite 2121, Seattle, WA 98104**

Temporarily Yours, Inc. **JOB EXTENDED ☐ JOB ENDED ☐**

720 - 3rd Avenue, Suite 2121, Seattle, Washington 98104 Seattle (206) 386-5400 Bellevue: (425) 646-6610

YOUR SOCIAL SECURITY NUMBER				YOUR NAME (Please Print)	WEEK ENDING SUNDAY	MONTH / DAY / YEAR

DATE														
TY	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
	HRS.	MIN.	HRS.	MIN.	HRS.	MIN.	HRS.	MIN.	HRS.	MIN.	HRS.	MIN.	HRS.	MIN.
TIME IN														
LUNCH OUT														
LUNCH IN														
TIME OUT														
TOTAL TIME														

TOTAL HOURS WORKED
(Round off to nearest ¼ hour)

STRAIGHT TIME		OVERTIME	
HRS.	MIN.	HRS.	MIN.

(Time and ½ over 40 hrs. – per week, per job)

4 HOUR MINIMUM

SUPERVISOR (Please Print)

TITLE (Please Print)

COMPANY NAME (Please Print)

LIQUIDATION FEE: We understand that the employees of Temporarily Yours, Inc. are its most valuable asset, and we hereby agree, by signing this time slip, to pay a fair and equitable liquidation fee in the event that the above named employee is hired by us, our associates or affiliates, within 6 months of the date on this time slip. (Read reverse side, paragraph 6 for details.) In the event of a client non-payment of contractor's invoices, client agrees to be responsible for all collection expenses, including attorney's fees, interest and court costs. (Read Reverse side)

WHITE – Temp. Yours YELLOW – Employee PINK – Customer

X _____
CUSTOMER AUTHORIZED SIGNATURE DATE

Client: after signing please retain pink copy for your records

CLIENT CUSTOMER AGREEMENT

Customer understands and accepts responsibility for supervision of Temporarily Yours, Inc. (TYI) employees' work on your premises. Customer agrees to train safety procedures as necessary for performance of the assignment, including disclosure of exposures to hazardous substances and related safety requirements. Customer assures use of necessary safety equipment by TYI employees. Customer hereby agrees to defend, indemnify and save TYI harmless from any and all fines, penalties and assessments, including attorney's fees incurred by TYI as a result of any violations or alleged violations or by any Federal, State or local law, regulation or ordinance relating to health and safety with respect to any premises owned or in the care, custody or control of customer and to which TYI employees are assigned.

Customer agrees that no insurance is afforded by TYI for physical loss or damage to customer's machinery, equipment, material or any motorized vehicle (whether licensed for road use or not) in the care, custody, or control of TYI, its agents or employees and that TYI shall not be liable for physical loss or damage to said property or loss of said property caused by TYI, its agents or employees.

Also, the customer accepts full responsibility for claims involving bodily injury, property damage, fire, theft, collision, cargo damage or public liability damage incurred as a result of a TYI employees operating or driving any such machinery, equipment or vehicles.

Customer will not entrust TYI employees with the care, custody or control of premises, custody or control of cash, negotiables, valuables, or other similar property, or authorize TYI employees to operate machinery, equipment, or motor vehicles without prior written permission from TYI in each occasion. It is understood and agreed that claims made under the Commercial Blanket Bond must be reported in writing to TYI within thirty (30) days of the occurrence, or TYI shall not be responsible for such claims.

Customer understands that the personnel supplied by TYI results from substantial expense incurred by advertising, screening, testing and training of its personnel. Therefore, in consideration of this service, customer agrees that if employee (named on the reverse side) is employed by the contractor during a temporary assignment or within six months after the last assignment, customer will pay TYI a conversion fee of $4000.00. Or, if said temporary has worked a minimum of 240 hours, customer will pay TYI a reduced conversion fee of $2000.00. Or, said temporary will remain on TYI's payroll for a period of 480 working hours from date of written notification.

Should legal recourse be taken by TYI to enforce this agreement or any part herein, customer agrees and accepts that it shall be liable for all attorney fees and all court costs.