INSTRUCTIONS FOR USING ELECTRONIC TIMECARD

1. **Print timecard PDF**
2. **Complete timecard as normal making sure you have 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 timecard to Temporarily Yours via mail: 720 3rd Ave., Suite 2121, Seattle, WA 98104**

TYI
TEMPORARILY YOURS INC
720 - 3rd Ave, Suite 2121
Seattle, WA 98104
TEL (206) 386-5400
FAX (206) 386-4809
www.tyiseattle.com

JOB EXTENDED ☐ JOB ENDED ☐

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 1/4 hour)

STRAIGHT TIME		OVERTIME	
HRS	MIN	HRS	MIN.

(Time and 1/2 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)

X_____
CUSTOMER AUTHORIZED SIGNATURE DATE

WHITE – Temp. Yours YELLOW – Employee PINK – Customer

Client: after signing please retain pink copy for your records

CLIENT CUSTOMER AGREEMENT

Customer understands that the employees of Temporarily Yours, Inc. are its most valuable asset, and hereby agree, by signing this agreement, to pay a fair and equitable liquidation fee in the event that the employee is hired by the client, their associates or affiliates, within 6 months of the date of the employee's first day of work. In the event of a client non-payment of contractor's invoices, client agrees to be responsible for all collection expenses, including reasonable attorney's fees, interest and court costs.

Customer understands and accepts responsibility for supervision of Temporarily Yours, Inc. (TYI) employees' work on their premises. Customer agrees to train in 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 reasonable 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 employee 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, negotiable, valuables or other similar property, or authorize TYI employees to operate machinery, equipment or motor vehicles. It is understood and agreed that claims made under Commercial Blanket Bond must be reported in writing thirty (30) days of the occurrence, or TYI shall not be responsible for such claims.

Customer in the event of any theft, error and omission resulting in negligence, the client agrees to prosecute and file all necessary actions. Temporarily Yours Inc. agrees to provide an acceptable background and credit check on all candidates selected for employment by said client.

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 below) 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 $5000.00. Or, if said temporary has worked a minimum of 240 hours, customer will pay TYI a reduced conversion fee of $2500.00. Or, said temporary will remain on TYI's payroll for a period of 480 working hours from date of written notification. Once said Temporary has accumulated 480 hours on Temporarily Yours Inc official payroll, client may choose to hire said temporary directly with no additional fees.

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