

# Time Record & Conversion Fee Contract

Email: timesheets@nuwestgroup.com Fax 1: 425-822-2700 Fax 2: 1-877-812-4050



## CLIENT INFORMATION

Company name (print):

Report to:

Address:

City, State, Zip:

## CLIENT APPROVAL:

We agree that NuWest invoices are for labor and we agree to pay such invoices upon receipt. We certify the total hours indicated are correct and the work performed was satisfactory. We agree to adhere to NuWest Terms & Conditions listed below and on the NuWest Confirmation letter.

By:

Title:

## NUWEST EMPLOYEE

Employee's name (print):

Employee's signature:

I certify that the hours shown on this time record are correct and were worked by me.

## HOURS WORKED

Last day worked:

Week ending date:

Was this assignment completed?

Yes  No

Time worked for one week only, Start with Monday and end on Sunday midnight. Enter time to the nearest quarter (.25) hour. **Timecards due Monday @ 5pm**

	Date	Time in	Lunch Time	Time out	Total Time
Example	9/2/09	8:00 am	1 hour	5:00 pm	8 hours
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
<b>Total Number Hours Worked</b>					
<i>Any hours over 40 go here for overtime pay</i>					

## EMPLOYEE'S TERMS & CONDITIONS

I understand that my work will be assigned and supervised by NuWest client company. I am also fully aware that NuWest is not a professionally accredited organization in regards to rendering opinions on technical or professional subject matter, and as such, will not render such opinions on behalf of NuWest or its client. Nor am I authorized to put the name NuWest, sign the name NuWest, or utilize the name NuWest on any documents such as, but not limited to, medical records, negotiable instruments, work requiring public or legal registration, etc. I understand that should I be requested to sign any type of material, whatsoever, I will contact NuWest before doing so, in order to determine if such action is appropriate.

I understand that, while in an employed capacity as a NuWest employee working for a NuWest client, I am not authorized to operate automotive equipment or machinery (other than office machines or similar light duty apparatus) or to perform any physical work, unless expressly permitted by a representative of NuWest.

I further understand that as a NuWest employee, I am not authorized to handle or transport cash, negotiables, securities, confidential documents, proprietary information, or other valuables (like or otherwise) without prior written consent of NuWest. Additionally, I understand, for insurance purposes, it is solely my responsibility to notify NuWest within one day of completion of my assignment. I also acknowledge and agree that I will not accept direct or indirect employment in any capacity with NuWest client for a period of 1 year following the termination of this assignment with NuWest client, unless express written consent is granted by NuWest. I understand that safety in the workplace is of utmost concern and agree to follow safety guidelines at all times. I will also bring potentially unsafe conditions to the attention of NuWest and my worksite supervisor.

## CLIENT COMPANY'S TERMS & CONDITIONS

We (client company, its employees and/or representatives) acknowledge and understand that this time record, confirmation letter, and conversion schedule, sent to our organization constitute the entire agreement with NuWest regarding both the above employee and any other employees or services we obtain through NuWest, and that by our signature on this time record we authorize NuWest to pay the above person covered by this time record for the hours shown, and that we agree to pay NuWest the agreed upon hourly billing rate (as noted in the clients Confirmation Letter) for the hours shown upon receipt of their invoice. It is further agreed and acknowledged that our signature on this time record shall mean that the work produced was satisfactory and not in dispute by our organization. We acknowledge that the person referred to us by NuWest is referred on a temporary basis only and that the person has signed an agreement with NuWest and as such may not otherwise be employed directly or indirectly by us in any capacity whatsoever, for a period of 1 year following the termination of the assignment.

We agree to contact NuWest first should we wish to employ this person, in any capacity whatsoever, and we agree to pay NuWest their "Conversion Charge" if we or any affiliate employ this person on any payroll or in a consulting capacity or as an independent contractor at any time within 1 year of completion of employees assignment. We also agree not to refer this individual to any other parties or organizations for hire. A conversion charge schedule is available upon request. No part of the payments made on a temporary basis will be applied against any conversion charge. This agreement is valid for 1 year from the date of termination of the persons temporary assignment. Termination must be noted on this Agreement/Time Record in the space provided for "last day worked" and "assignment completed".

We understand that NuWest employee's work will be assigned and supervised by our organization and not NuWest. We are also fully aware that NuWest is not a professionally accredited organization in regards to rendering opinions on medical, technical or professional subject matter and that its employees are not authorized to render such opinions on behalf of NuWest or our organization. Nor are they authorized to put the name NuWest, sign the name NuWest, or utilize the name NuWest on any documents such as, but not limited to, medical records, financial statements, negotiable instruments, work requiring public or legal registration, etc.

We understand that NuWest employees are not authorized to operate automotive equipment or machinery (other than office machines) or to perform other physical work, unless express permission is granted by a representative of NuWest. We therefore, accept full responsibility for bodily injury, property damage, fire, theft, collision or public liability claims, any of which may be caused while a NuWest employee is driving any vehicle, operating any machinery or equipment (except office equipment) or performing any physical labor on our behalf. We also accept full responsibility or liability for any work we request be performed by the employee beyond their legal registration, licensing or professional training.

We acknowledge and agree to provide a safe work environment and appropriate safety training as per OSHA/WSHA regulations for NuWest Employees. We acknowledge and confirm that we are an equal opportunity employer in full compliance with all federal, state, and local regulations.

We understand that NuWest employees are not authorized to handle or transport cash, negotiables, securities, confidential documents, proprietary information, or other valuables, like or otherwise, without prior written consent of NuWest. We further understand that under no circumstances will NuWest be liable for any claims, unless such claims are reported in writing to NuWest by our organization within 45 calendar days after termination of the persons temporary assignment. NuWest invoices are for labor and we agree to pay the invoices promptly upon receipt. We further agree that if we fail to pay invoices on receipt, NuWest will have the right to collect fees and costs as well as all costs of collection and all reasonable attorney fees by means at NuWest's option of either binding arbitration or other action in King County Superior Court, in King County Northeastern District Court or to pursue an arbitration action in King County under the applicable Commercial Arbitration Rules of the American Arbitration Association and the Revised Code of Washington (RSW) 7.04.