

Please Print
Employee Name

Saturday
Week Ending

Month / Day / Year



S T A F F I N G
P A R T N E R S , L L C

Company:

DATE	DAY	TIME IN	LUNCH OUT	LUNCH IN	TIME OUT	HOURS	DEPARTMENT/LOCATION
	Sun.						
	Mon.						
	Tues.						
	Wed.						
	Thur.						
	Fri.						
	Sat.						

☐ 2888 Crescent Ave. Suite 1 (541) 345-9675
Eugene, Oregon 97408 Fax: (541) 242-1137

☐ 846 NW Colorado (541) 318-5950
Bend, Oregon 97703 Fax: (541) 318-5952

You can email a picture of your timecard to:
eugene@staffingoregon.com or
bend@staffingoregon.com

I certify that the hours shown here were worked during the week ending designated, and were certified by an authorized representative of the customer. I hereby certify that I have NOT had a job injury, have not witnessed one or have not had an illness during this pay period.

TOTAL

Timecard must be received by 5:00 pm on Monday to ensure payment on Friday.

Assignment is _____ CONTINUING _____ COMPLETE

AUTHORIZED CLIENT SIGNATURE **DATE** **PHONE #**

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Please Print

DATE

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EMPLOYEE SIGNATURE

DATE

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CUSTOMER APPROVAL - Approval includes verification of hours worked and that terms and conditions on the reverse side of this form are accepted.

TERMS AND CONDITIONS

BILLING TERMS

1. Charges:

- A. An itemized invoice for temporary services, based on hours shown on the SPI employee's time cards, is mailed weekly; it is due and payable NET UPON RECEIPT OF INVOICE. A 15-day grace period will apply.
- B. A four-hour minimum charge per day will be incurred once a temporary employee reports for work.
- C. All billing for hours worked is subject to and regulated by State and Federal laws.
- D. In the event Client disputes any charge, Client must notify SPI in writing within 10 days of the invoice date specifying the disputed charges and the reason for the dispute.

- 2. Past Due Accounts: Interest at 2% per calendar month (24% Annual Percentage Rate) will be assessed on accounts 30 days or more past due. If full payment has not been received by SPI within 90 days of the invoice date a service charge of 25% may be imposed on all past due amounts.

- 3. Conversion Charges (see below): Conversion charges are billed separately. They are due and payable net 30 days from conversion date.

CONVERSION TO REGULAR FULL TIME STATUS

Unless otherwise provided in a written service agreement, our conversion terms are as follows:

If your organization, including any affiliated entity or division, wishes to hire an SPI employee who has been provided to you on a temporary basis, either during the assignment or within 90 working days of the last day our employee worked on assignment, you may acquire the individual as a regular member of your staff and convert him/her to your payroll after the completion of 720 hours worked on assignment by the employee. For early conversions, a conversion charge will be calculated based on the number of hours remaining to 720. Credit for hours worked will not apply if the Client is in breach of SPI's payment terms. This provision likewise applies if you utilize the service of our employee as a consultant or independent contractor.

OTHER TERMS AND CONDITIONS

- 1. Client's acceptance of our temporary employee constitutes agreement by Client to pay our charges in accordance with all our Terms and Conditions.
- 2. Client is responsible for the supervision, direction and control of the work performed by SPI temporary employees. All work is to be performed on Client's premises.
- 3. SPI assumes no liability for loss or damage caused by operation of Client's machinery, equipment, or any vehicles by an SPI employee. Client agrees that SPI is not responsible for loss of or damage to any property or equipment that Client entrusts to SPI temporary employees.

- 4. Client is responsible for providing SPI temporary employees with a safe workplace, in compliance with all health and safety requirements, and free of unlawful harassment or discrimination. Client is responsible for providing site-specific and job-specific safety training for each position, including providing personal protective equipment and instruction on its use.

- 5. Client agrees to promptly communicate to SPI any (1) alleged violation of health or safety requirements; (2) accidents and/or injuries; and (3) claims of harassment or discrimination involving SPI temporary employees. Client agrees to allow SPI representatives full access to Client's premises to investigate accidents, injuries, or other safety concerns.

- 6. Client agrees that during the term of this agreement, and for 90 days thereafter, Client will not refer or encourage the hire of an SPI employee on assignment with Client to any temporary or personnel service, or utilize the services of such an SPI employee through any other temporary or personnel service. Client agrees to pay liquidated damages of \$1,000 per SPI employee affected by any violation of this provision.

- 7. For your convenience, some of our Terms and Conditions are included on this time card. OUR FULL TERMS AND CONDITIONS APPEAR ON OUR INVOICE. A COPY OF WHICH IS AVAILABLE UPON REQUEST.