

fax

Date: _____

Candidate Name: _____ **Fax to: (503) 323-9087**

Candidate Phone: _____ **B:W Phone: (503) 242-1300**

boly:welch
RECRUITING

503.242.1300
625 SW Broadway 5th floor
Portland OR 97205
timecards@bolywelch.com
Timecard fax no. 503.323.9087

CLIENT NAME		YOUR NAME PLEASE PRINT					
		EMPLOYEE SIGNATURE I certify that I have worked the hours listed on this time card.					
IS EMPLOYEE RETURNING NEXT WEEK? <input type="checkbox"/> YES <input type="checkbox"/> NO		WEEK ENDING (SUNDAY) MO. DAY YEAR			LAST 4 DIGITS OF SS#		
Being duly authorized on behalf of the above Client, the person signing this time form is the Client's authorized representative and hereby certifies that the work was performed in a satisfactory manner. I have reviewed the direct-hire and temporary fee schedules of Boly:Welch, Inc. and accept the terms and conditions therein. I further understand that all fees are due upon receipt of invoice and subject to a 1-1/2% per month interest charge on the unpaid balance (18% per annum). In the event that the client fails to pay the charges of Boly:Welch, Inc. all litigation costs plus reasonable attorney fees will also be due. The undersigned also acknowledges and accepts the terms and conditions listed on the reverse side of this timecard whereby the employee has been supplied by Boly:Welch, Inc.		DAY	DATE	TIME STARTED	TIME FINISHED	LESS LUNCH	TOTAL HOURS
		MON.					
		TUES.					
		WED.					
		THURS.					
		FRI.					
		SAT.					
		SUN.					
FOUR (4) HOUR MINIMUM BILL TO CLIENT PER PERSON PER DAY		ROUND TIME STARTED AND TIME FINISHED TO NEAREST 1/4 HOUR		DO NOT INCLUDE LUNCH TIME		TOTAL HOURS	
CLIENT SIGNATURE							
DIVISION/DEPARTMENT							

Revised 3/2008

CLIENT AGREEMENT

It is agreed that the client represents that its work site complies with all OSHA and other applicable rules and regulations.

It is agreed that Boly:Welch, Inc. is entitled to collect a fee upon hire, of any Boly:Welch, Inc. candidate within one year of presentation or temporary employment. The presentation of a candidate includes; either temporary or direct-hire placement, and/or introduction or resume submittal of potential candidate, for any position within the client organization. The fee is calculated based upon Boly:Welch, Inc.'s fee schedule.

Boly:Welch, Inc. will not be held responsible for any claims of alleged wrongful acts on the part of the employee unless such claims against Boly:Welch's dishonesty bond are reported in writing within ten (10) working days of the discovery of the supposed act.

The client shall indemnify, defend and hold Boly:Welch, Inc. and its affiliates harmless from any and all liability, costs, claims, judgements, expenses (including attorney's fees) or damages related to such employees' actions or omissions while performing services for the client. Furthermore, the client shall hold Boly:Welch, Inc. and its affiliates harmless from any liability for any action or omissions of any employee placed as a direct hire by Boly:Welch, Inc.

It is agreed that the insurance furnished by Boly:Welch, Inc. does not cover the operation of any motor vehicles licensed for highway use by any Boly:Welch, Inc. employee, nor does it cover physical loss or damage of machinery, equipment, or materials while in the care, custody, or control of a Boly:Welch, Inc. employee.

It is agreed that the client shall accept full responsibility for bodily injury, property damage, fire, theft, collision or public liability claims arising out of the operation of a licensed motor vehicle for the client.

Boly:Welch, Inc. assumes no responsibility if Boly:Welch, Inc. employees handle cash, securities, or other valuables. A Boly:Welch, Inc. accounting employee cannot render a professional opinion on any financial statement on behalf of Boly:Welch, Inc. A Boly:Welch Inc. employee cannot sign their name or the Boly:Welch, Inc. name to any financial statement or any tax return while on an assignment to a client.

Please call Boly:Welch payroll to confirm receipt of timecard