



Employee Name: _____

Date: _____

Employee Phone: _____

Please email timecards to Chawn@Go2CER.com. If you do not have access to email, please fax to (503) 802-5997.

All timecards are due by 10:00AM the Monday follow the week worked.

Please call Chawn Peterson at (503) 610-1009 with any timekeeping or payroll related questions.

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|--|--|--|------|---------------------------|----------------------|-------------|-------------|
| TO BE FILLED OUT BY THE CLIENT | | EMPLOYEE NAME | | | | | |
| CLIENT NAME | | EMPLOYEE SIGNATURE <i>I certify that I have worked the hours listed on this timecard</i> | | | | | |
| FINAL TIMECARD FOR ASSIGNMENT? YES NO | | WEEK ENDING (SUNDAY) | | | LAST 4 DIGITS OF SS# | | |
| | | MO. | DAY | YEAR | | | |
| Being duly authorized on behalf of the above Client, the person signing this timecard is the Client's authorized representative and hereby certifies that the work was performed in a satisfactory manner. I have reviewed the fees of CER 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 CER 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 CER | | DAY | DATE | TIME STARTED | TIME FINISHED | LESS LUNCH | TOTAL HOURS |
| | | MON | | | | | |
| | | TUES | | | | | |
| | | WED | | | | | |
| | | THUR | | | | | |
| | | 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 REPRESENTATIVE SIGNATURE | | | | | | | |
| DIVISION / DEPARTMENT | | | | | | | |

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 CER is entitled to collect a fee upon hire of any CER 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 CER's fee schedule.

CER will not be held responsible for any claims of alleged wrongful acts on the part of the employee unless such claims against CER'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 CER and its affiliates harmless from any & all liability, costs, claims, judgements, expenses (including attorney's fees) or damages related to such employee 's actions or omissions while performing services for the Client. Furthermore, the Client shall hold CER and its affiliates harmless from any liability for any action or omissions of any employee placed as a direct-hire by CER.

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

CER assumes no responsibility if a CER employee handles cash, securities, or other valuables. A CER accounting employee cannot render a professional opinion on any financial statement on behalf of CER. A CER employee cannot sign his/her name or the CER name to any financial statement or any tax return while on an assignment to a Client.