



# Madden Industrial Craftsmen, Inc. - Seattle

Oakesdale Commerce Center, Building W2

1000 SW 34th Street, Suite D

Renton, WA 98055-4815

DAY	DATE	HOURS TO NEAREST QUARTER HOUR					
		REGULAR HOURS		OVERTIME HOURS		DOUBLE TIME HOURS	
		HOURS	MIN	HOURS	MIN	HOURS	MIN
MONDAY							
TUESDAY							
WEDNESDAY							
THURSDAY							
FRIDAY							
SATURDAY							
SUNDAY							
	<b>TOTAL</b> ↓						

**NOTE:** 4 Hour Daily Minimum on all employees.

**IMPORTANT FOR CLIENT:** By execution of this form, client certifies that hours shown are correct; work was satisfactory; and that client agrees to the terms and conditions on the reverse side of this form.

<b>EMPLOYEE</b>												<b>(FIRST) NAME</b>				<b>(LAST)</b>					
<b>SOCIAL SECURITY NUMBER</b>												<b>WEEK ENDING DATE</b>									
Return the timecard to our office by Monday at 5:00 pm. Checks can be picked up on Thursday after 1:00 pm. Failure to turn your time card in by deadline may delay your check by one week.												<b>LOC</b>				<b>ORDER NUMBER</b>					
<b>EMPLOYEE PLEASE COMPLETE</b>												<b>PLEASE PRESS FIRMLY</b>									
ARE YOU RETURNING TO THIS ASSIGNMENT? <input type="checkbox"/> YES <input type="checkbox"/> NO												ASSIGNMENT COMPLETED? <input type="checkbox"/> YES <input type="checkbox"/> NO									
AVAILABLE FOR WORK? <input type="checkbox"/> YES <input type="checkbox"/> NO												WHEN AVAILABLE? _____									
(IF AVAILABILITY IS NOT INDICATED, MADDEN MAY ASSUME I AM NOT AVAILABLE)																					
UNLESS NOTED ON THIS FORM, I HAVE NOT BEEN INJURED ON THE JOB THIS WEEK AND CERTIFY THAT I HAVE WORKED THE HOURS LISTED ON THIS TIME SHEET.																					
EMPLOYEE SIGNATURE _____																					
<b>CLIENT: PLEASE COMPLETE SHADED AREAS. THANK YOU! We appreciate your business.</b>																					
NAME OF COMPANY																					
AUTHORIZED SIGNATURE												TITLE									
DEPARTMENT						TELEPHONE NUMBER				DATE											

WHITE: CUSTOMER    CANARY: OFFICE    PINK: EMPLOYEE

## TERMS AND CONDITIONS

1. The Contractor is Madden Industrial Craftsmen, Inc.
2. The Customer is the company or corporation who orders the work to be done, and is bound to this contract when their representative signs this timesheet.
3. All the terms and conditions herein contained shall apply and inure to the benefit of the Contractor and bind the heirs, executors, administrators, successors and assigns of the respective parties hereto.
4. It is agreed that a four hour daily minimum will be invoiced and paid unless otherwise agreed.
5. Payments for all work performed by the contractor will be made within 10 days of the billing date.
6. There will be a 1.5 percent service charge per month on all late payments owed to the Contractor.
7. Nothing herein shall prevent Madden Industrial Craftsmen from timely filing a mechanic's lien on its behalf to secure payment of the money to become due under this contract should we deem this necessary. If said lien is filed by Madden Industrial Craftsmen, the customer agrees to pay all costs necessary to satisfy and discharge the said lien.
8. If there is more than one Customer, the obligation of each and all shall be primary and joint and several.
9. If customer shall default in its performance hereof in making any payments when due, or if the Contractor with reasonable cause deems itself insecure with respect to the performance of Customer, the Contractor shall have and may exercise all remedies available to it under law and its option may declare all sums then unpaid due and payable.
10. It is agreed that Madden Industrial Craftsmen, Inc., is entitled to reasonable attorney fees. It is also agreed that the Customer will be responsible for all expenses resulting from the collection process if it becomes necessary to engage an attorney or collection agency to enforce payment.
11. Overtime will be based on anything over eight hours in a day, forty hours in a week and any hours worked on Saturdays and Sundays and holidays, unless otherwise agreed upon in writing.
12. Madden Industrial Craftsmen recognizes the following holidays, New Years Day, Memorial Day, Labor Day, Independence Day, Thanksgiving Day, Day after Thanksgiving and Christmas Day. Customers agree to pay time and one half for any hours worked on these days unless there is prior written permission from Madden Industrial Craftsmen.
13. Madden Industrial Craftsmen has incurred considerable expense for advertising, recruiting, evaluating, training and retaining its employees. Customer agrees that it will not hire a Madden Industrial Craftsmen employee either directly, or indirectly (such as through another agency or service) for a period of six months following the end of that employee's most recent assignment with the customer. Customer may hire a current Madden employee onto their payroll only with the written permission of Madden Industrial Craftsmen and payment of a conversion charge.
14. The customer represents that its work site complies with all OSHA and other applicable rules and regulations. In particular, the customer agrees and undertakes to provide, any safety equipment, clothing or devices necessary or required by law to be performed by the named employee. Customer agrees to indemnify, defend and hold Madden Industrial Craftsmen harmless for claims, damage or penalties arising out of violations of this provision.
15. The Madden Industrial Craftsmen employee is assigned on the basis of a particular job description and is not to change job duties without Madden Industrial Craftsmen's prior approval.
16. Customer agrees that the named employee shall not, except with express prior written approval of Madden Industrial Craftsmen, operate machinery, equipment or vehicles not covered by the customers liability and property damage insurance.
17. Madden Industrial Craftsmen does general background screening on its employees. Customers who want specific screening such as drug or alcohol testing, criminal background checks, extensive reference checking or specific educational checks must identify those in advance in writing. Madden Industrial Craftsmen will not be responsible for any losses or damage that could have been avoided by such specific screening devices when they have not been requested by the customer.
18. When the customer supplies the supervision for the contractor's employee, the customer fully accepts the responsibility for the work done, including the finished products and the completed operations.
19. Customer acknowledges that Madden Industrial Craftsmen's insurance may not cover claims due to damage to, loss of, or loss of use of, customer owned, non-owned or leased vehicles (including contents and cargo), machinery, equipment or materials while used by or in the care, custody or control of the named employee and the loss and/or theft of any other property, including but not limited to cash, checks, and negotiable instruments and that Madden Industrial Craftsmen specifically disclaims any and all liability and/or responsibility for such damage, loss or theft.