

MAIL OR FAX TO:



**techneeds**  
STAFFING EXCELLENCE

TECHNICAL NEEDS NORTH, INC (TNN)  
18 PELHAM ROAD  
SALEM, NH 03079  
TEL (603) 898-3000  
FAX (603) 893-7000

LEBANON, NH TEL (603) 448-9900  
HUDSON, MA TEL (978) 562-2750

PRINT CLIENT COMPANY	
PRINT EMPLOYEE NAME	
NOTE: THIS TIME CARD MUST REACH TNN BY MONDAY 9A.M. TO MAKE PAYROLL. ANY LATER MAY DELAY YOUR CHECK. YOU FURTHER AGREE THAT NO WORK INJURY OCCURRED DURING THIS WEEKS ASSIGNMENT.	
EMPLOYEE SIGNATURE _____	
I HAVE READ THE ABOVE AND EMPLOYEE INFORMATION BELOW	
WEEK ENDING DATE (SUNDAY)	
CLIENT AUTHORIZED SIGNATURE	
CLIENT CERTIFIES THAT HOURS SHOWN ARE CORRECT, THAT THE WORK PERFORMED WAS SATISFACTORY, AND AGREES WHETHER A FACSIMILE IS PRESENTED OR NOT, TO OUR TERMS & CONDITIONS BELOW.	

## TIME CARD

DRAW A LINE THROUGH DAYS NOT WORKED

DAY	DATE	REGULAR HOURS	OVERTIME HOURS
MON.			
TUE.			
WED.			
THU.			
FRI.			
SAT.			
SUN.			
TOTAL REGULAR AND OVERTIME HOURS			

DID YOUR ASSIGNMENT END THIS WEEK (CHECK ONE)	YES <input type="checkbox"/> NO <input type="checkbox"/>	INDICATE SHIFT WORKED IF OTHER THAN 1ST SHIFT
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### EMPLOYEE INFORMATION

TECHNICAL NEEDS NORTH, INC., (TNN) a New Hampshire owned Corporation.

**ABSENCE** – If you are going to be absent from work, or when you are going to be late, or if you cannot work the prescribed hours, call your Personnel Representative. We will notify our client.

**RECORDING YOUR TIME** – No strikeovers, whiteouts, or alterations of any kind will be honored. Any questions should be directed to our Payroll Department. Record all hours worked to the nearest ¼ hour. Examples: 7.25, 7.50, 7.75.

DO NOT show odd minutes unless specifically told to by our Payroll Department. If in doubt as to what constitutes overtime pay for the company you are assigned to, verify it with our Personnel Department.

**PAYDAY POLICY** – We pay weekly. Your approved time card must be received before your paycheck is released.

### CLIENT INFORMATION

#### TERMS

(1) It is acknowledged that we have incurred expenses in acquiring our personnel. Unless previously and mutually agreed to in writing, client agrees not to offer or employ the person named above to a permanent position without first contacting this company to establish a liquidation fee if applicable. Client also agrees not to permanently employ this person during a 180 day period following his/her completion of this assignment, unless approved in writing by this company. In the event of a breach of these specific provisions, the client company shall be assessed a liquidation fee to be determined by this company.

(2) The client company acknowledges his/her understanding that this company's invoices are for labor and therefore agrees to pay such invoices within 15 days of receipt. If payment is not received on agreed terms, interest charges will be applied at 18% annually (1.5% monthly). If collection procedures occur, client agrees to pay all reasonable attorney fees, collection agency fees and court costs. No employee will report to their assignment if an account exceeds 60 days.

(3) The client company acknowledges that once a workman comp code has been established for the temporary assignment, that it cannot be changed without prior written acknowledgement from TNN. Customer will hold harmless TNN of all claims, liability and damages should injury result once a comp code changes.