



THE MORTON GROUP

4530 E. SHEA BLVD. • SUITE 160  
PHOENIX, ARIZONA 85028  
Tel 602.279.5662 • Fax 602.279.6215

# STATEMENT

EMPLOYEE'S NAME \_\_\_\_\_ SS# \_\_\_\_\_

HOLD CHECK  MAIL CHECK / MUST RECEIVE TIME CARD BY NOON MONDAY.

Last 4 Digits

## YOU MUST CONTACT US UPON COMPLETION OF THIS ASSIGNMENT

DAY	DATE	START	LUNCH OUT	LUNCH IN	FINISH	TOTAL REG. HRS.	TOTAL OT
MON							
TUES							
WED							
THURS							
FRI							
SAT							
SUN							
		WEEK ENDING	TOTAL HRS. WORKED THIS WEEK				

Firm Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Worked for Supervisor/Attorney \_\_\_\_\_

**CLIENT:** BY EXECUTION OF THE INFORMATION HEREOF, CLIENT CERTIFIES THAT 1) HOURS SHOWN ARE CORRECT, 2) WORK WAS DONE SATISFACTORILY, AND CLIENT AGREES TO THE TERMS AND CONDITIONS ON THE REVERSE SIDE OF THIS FORM.

**EMPLOYEE:** BY EXECUTION OF THE INFORMATION HEREOF, EMPLOYEE AGREES 1) TO ALL PROVISIONS ON REVERSE SIDE, 2) CERTIFIES THAT THIS FORM IS TRUE AND ACCURATE AND THAT NO INJURIES WERE SUFFERED. PLEASE COMPLETE ALL APPROPRIATE SPACES.

Employee Signature \_\_\_\_\_

WHITE - THE MORTON GROUP / YELLOW - CLIENT / PINK - EMPLOYEE

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

PAYMENT DUE UPON RECEIPT OF THIS STATEMENT  
PLEASE MAKE CHECK PAYABLE TO:  
**THE MORTON GROUP**  
4530 E. Shea Blvd., Ste. 160, Phoenix, AZ 85028

**Thank You for Your Business!**

## CLIENT'S TERMS AND CONDITIONS

Client hereby understands and agrees as follows:

This temporary employee ("Employee") is an employee of **The Morton Group**. If Client decides to hire Employee within six (6) months following the completion of services rendered, or hires Employee currently on assignment with Client, Client agrees to pay the placement fee in accordance with **The Morton Group's** policy governing direct employment.

All invoices are due on presentation and are delinquent thirty (30) days thereafter. Balances unpaid after thirty (30) days are subject to a finance charge of 1 1/2% per month (18% per annum) from the invoice date. If you fail to pay any sum due and this matter is placed with a collection agency or attorney for collection, you shall be obligated and agree to pay all costs and expenses incurred to collect the debt (including, but not limited to, third-party expenses and court costs) which shall be due and payable whether or not it proceeds to judgement.

Client shall not entrust Employee with cash, negotiable instruments, valuables, unattended premises or authorize the operation of motor vehicles

by Employee or have Employee perform any other duties other than requested at the time the job order was placed.

Client agrees Employee has satisfactorily worked the time(s) indicated on this statement and understands that overtime hours will be billed at time and one-half.

Client shall indemnify and hold **The Morton Group**, its agents, subsidiaries and affiliates, including the employer of record, harmless from any and all claims arising out of Client's violation of federal and state laws.

## EMPLOYEE'S TERMS AND CONDITIONS

Employee shall strictly adhere to all terms and conditions of Policy Statement.

Your time should be calculated to the nearest 1/4 hour.

All overtime must be requested and approved by Client prior to performing the work. Overtime hours are **ONLY** those hours which exceed forty (40) hours during **The Morton Group's** pay period of Monday through Sunday.