



www.emeraldcitymedicalstaffing.com

6240 Tacoma Mall Blvd. • Suite #103 • Tacoma, WA 98409
 (253) 475-0695 • (877) 475-0695 • (253) 475-0702 Fax

Employee Name: _____
 Facility Name: _____

Classification: RN LPN CNA OTHER

DATE	TIME IN	TIME OUT	LUNCH		UNIT	TOTAL HOURS	OVERTIME HOURS	AUTHORIZATION
			OUT	IN				

Your signature indicates that the above information is accurate and that you have read and agree to the terms and conditions stated on the reverse side.

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Employee Signature _____

Client Signature _____

TERMS AND CONDITIONS

- As an authorized representative of the customer, the signer hereby:
- (1) agrees that the total number of hours is correct and that the work was performed. Signer acknowledges receipt of all documentation required for bill payment such as nursing notes, narratives, etc.
 - (2) agrees not to employ an Emerald City Medical Staffing (hereafter known as ECMS) employee for a period of 60 days following his/her completion of any work assignment to customer. Client must give ECMS notice of intent to hire said employee and observe waiting period. Unless client/customer observes the above conditions, client/customer shall pay to ECMS upon demand, a placement service fee in accordance with ECMS current published rate schedule.
 - (3) agrees not to leave ECMS employees to operate a motor vehicle in connection with the assignment and understands that ECMS insurance does not cover loss or damage caused by ECMS employees operating motor vehicles and therefore the customer accepts full responsibility for any and all claims, including defense thereof, involving bodily injury, fire, theft, property damage or public liability damage sustained or incurred as a result of an ECMS employee operating a motor vehicle, and
 - (4) agrees to billing terms of net due upon receipt (seriously delinquent accounts are subject to interest charges at the rate of 18% per year or the highest rate allowed by applicable law) and agrees to pay collections costs, including attorney's fees incurred in the collection of the debt if not paid within 30 days.