

Phone: 215-988-7200
Fax: 215-988-9475
www.AccountantsForYou.com


We certify that the above hours including overtime are correct. Client and employee signature includes acceptance of terms and conditions on the reverse side.

Employee Signature (I have read and agree to accept the terms and conditions on the reverse side)

Client Signature (I have read and agree to accept the terms and conditions of this agreement). I am authorized by the company to bind this client to the terms and conditions on the reverse side.

Round Totals to Nearest 15 Minutes (00, 15, 30, 45)


## Print Client Name

## TIMECARD INSTRUCTIONS

## - Use Ballpoint Pen - Press Firmly - Please Print.

- Complete all fields that apply
- Do not cross out fields or write any additional information on the timecard.
- Write in all daily and weekly totals for the days you worked. Round to nearest 15 minutes.
- SIGN YOUR TIMECARD.
- OBTAIN CLIENT SIGNATURE
- Pull off the Client and Employee Copies. Give the Client their copy and retain the Employee copy for your records.
- MAIL the ORIGINAL copy to Accountants For You.

WHITE - ORIGINAL COPY-MAIL-FAX
(Mail ORIGINAL after faxing is completed)

CANARY - CLIENT COPY-MAIL PINK - EMPLOYEE COPY
(No copy will be furnished w/ invoice
unless requested)

