



RPh on the Go USA, Inc.  
**Weekly Timecard**

**Timecard must be received by 5:00pm on Wednesday of the following week for timely payment.**  
**FAX:** (847)779-6168 **Mail:** 5510 Howard Street, Skokie, IL 60077-2620 **Questions:** 1.800.553.7359

FOR OFFICE USE ONLY:

Name \_\_\_\_\_ FEIN/Social Security Number \_\_\_\_\_ Week ending Sunday \_\_\_\_\_  My address below is new.

Home Address \_\_\_\_\_ City \_\_\_\_\_ Pharmacy Name \_\_\_\_\_ Address \_\_\_\_\_

- Registered Pharmacist
- Technician
- Independent Contractor: Please submit an invoice with this timecard.

Date (all dates worked)	Time In	Lunch (away from pharmacy)	Time Out	Total Hours	Overtime (calculated by RPh on the Go)	Hours on Call	Miles*	Travel Hours*	Per Diem*	Motel Charges*	*If approved by your recruiter, please fill out either the number of miles traveled OR travel hours, per diem and motel charges. To qualify for travel reimbursement, you must travel over 40 miles round-trip.
MON											
TUES											
WED											
THURS											
FRI											
SAT											
SUN											
<i>Please calculate your totals.</i>				<b>TOTALS</b>							

Employee's Signature (required): \_\_\_\_\_ Customer's Signature (required): \_\_\_\_\_

I/We are aware of the fact that RPh on the Go USA, Inc., is not an employment agency and that the service it renders is made possible by expenses incurred for advertising and interviewing a large staff of personnel. Therefore, in consideration of the service being made available to us, we agree that in the event that we should wish to hire the above-named individual, we will call RPh on the Go's office to discuss a reasonable settlement on the matter. Undersigned represents he/she is authorized to obligate the customer debtor purchasing labor service that such debtor will pay amount billed, plus court costs and attorney fees necessary for collection. For verification purposes, timecards are only valid if signed by both the employee and a client representative in the pharmacy location. Timecards received over 30 days after the date of work assignment may be delayed if endorsement is not obtained.

**White copy:** Leave with customer

**Yellow copy:** FAX or mail to RPh on the Go

**Pink copy:** Retain for your records