

CLIENT NAME:	JOB TITLE:	CLIENT NO.:
ADDRESS:	DAY:	DEPT.:
	DATE:	WEEK ENDING:

EMPLOYEE NAME (PLEASE PRINT NEATLY)	EMPLOYEE NUMBER	TIME START	TOTAL BREAK	TIME FINISH	TOTAL	*EMPLOYEE SIGNATURE
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						

TOTAL HOURS:
BILL RATE:
TIME SHEET TOTAL:
CLIENT AGREEMENT:

Your company has a signed agreement which is applicable for the above employee. As the Client's authorized representative, I certify that the temporary employee's hours shown on this time sheet are correct and that the work was performed satisfactorily. If client hires this employee directly, they will pay \$2,000. This is for liquidated damages and not a penalty for breach.

Client Signature: _____ Title: _____

EMPLOYEE AGREEMENT: I certify that I worked the hours shown on this card on the days indicated and that this card has been certified by a person that I believe is an authorized representative of the Client. I will contact HospitalityStaff[®] after completing this assignment and I understand that if I do not do so, HospitalityStaff[®] will assume that I am unavailable for work. Further, I have not sustained any on the job injuries while at this assignment.