TECHNICAL SEARCH CONSULTANTS

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(216) 348-0404 ● 1-800-566-0493 ● Fax: (216) 348-1965

COMPANY DATA

COMPANY NAME (PRINT) _____

REPORT TO: _____

ADDRESS _____

CITY, STATE _____ ZIP _____

EMPLOYEE INFORMATION

EMPLOYEE'S NAME (PRINT) _____

SOCIAL SECURITY NO. | | | | | | | | | |

IS THIS ASSIGNMENT COMPLETED? ☐ YES ☐ NO LAST DAY _____

I CERTIFY THE HOURS SHOWN ON THIS TIME RECORD ARE CORRECT AND I PERFORMED THE SERVICE.

EMPLOYEE'S SIGNATURE _____

EMPLOYEE: Any misrepresentation or falsification of any time card will result in prosecution.

	HOURS WORKED					DO NOT WRITE BELOW
	DATE	TIME IN	TIME OUT	LESS LUNCH TIME	TOTAL HRS. FOR DAY	
MONDAY						REG. T
TUESDAY						C. RATE
WEDNESDAY						EXT
THURSDAY						O.T
FRIDAY						C. RATE
SATURDAY						EXT
SUNDAY						BILL
WE CERTIFY THE HOURS INDICATED ARE CORRECT, AND THE WORK PERFORMED WAS SATISFACTORY.				TOTAL NUMBER HOURS WORKED		HR. PAY

THANK YOU FOR ALLOWING TECHNICAL SEARCH CONSULTANTS TO PROVIDE YOU WITH TEMPORARY PERSONNEL. Our employees is assigned to you upon the terms and conditions below. On your signature hereon you verify your acceptance of these terms and conditions as well as the hours worked by our employee during the stated period. For services of our employee whose name appears hereon, we will invoice your firm as orally agreed. Overtime, if any, (in excess of 8 hours a day or 40 hours a week) will be billed at one and one half the billing rate. Our compensation to our employee assigned is on a weekly basis and you will be billed weekly for the total hours worked. Because TECHNICAL SEARCH CONSULTANTS excess reflect payroll we have already paid, you agree with our TERMS which are NET 10 DAYS. Unpaid invoices are subject to a service charge of 1.5% per month (18% per year).

CLIENT'S SIGNATURE _____ DATE _____