

TopTalent Staffing

210 S Bumby Ave, Suite A • Orlando, FL 32803
 Phone (407) 896-2150 • Fax (407) 896-2151

Fax

To: TopTalent Staffing **From:** _____

Fax: (407) 896-2151 **Pages:** _____

Phone: (407) 896-2150 **Date:** _____

Re: Time Card **CC:** _____

Urgent For Review Please Comment Please Reply Please Recycle

PRESS HARD: YOU ARE MAKING THREE COPIES

CLIENT NAME
ADDRESS
CITY STATE ZIP

We agree that TopTalent has incurred substantial expense in acquiring and maintaining its field staff employees and understand that if any TopTalent employee is employed by us, our associates, or affiliates during this assignment or within six months after the assignment, we will pay to TopTalent a conversion fee as specified in the TopTalent Staffing Services Agreement.

THE SIGNATURE BELOW CONSTITUTES ACCEPTANCE OF ALL INFORMATION ON THIS TIME TICKET

 Authorized Client Signature

 Department or Title

EMPLOYEE:
 Has assignment been completed? ____ I understand that I must contact TopTalent after completing assignment.

I certify that no accident or injury was sustained while working on this assignment.

 Employee Signature

EXECUTION OF THIS TIME TICKET CERTIFIES THAT TOTAL NUMBER OF HOURS INDICATED ARE CORRECT

EMPLOYEE NAME _____

SOCIAL SECURITY # _____ WEEK ENDING _____

	DATE	TIME STARTED	TIME FINISHED	LESS LUNCH	TOTAL HRS
MON.					
TUE.					
WED.					
THU.					
FRI.					
SAT.					
SUN.					

TOTAL HOURS FOR WEEK _____

JOB ORDER NO	REG HRS	O.T. HRS	BILL HRS	OTHER
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TopTalent

Staffing Services

CLIENT COPY

Contact Us At

Phone (407) 896-2150 Fax (407) 896-2151