

# 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

CLIENT NAME		
ADDRESS		
CITY	STATE	ZIP

EMPLOYEE NAME \_\_\_\_\_

SOCIAL SECURITY # \_\_\_\_\_ WEEK ENDING \_\_\_\_\_

PRESS HARD: YOU ARE MAKING THREE COPIES

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

	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