



**WOOD PERSONNEL  
SERVICES**  
*"Just good people."*

Professional Staffing  
Services Division

**Fax timecards to: (615) 399-3475**  
Cool Springs 376-1117  
Murfreesboro 890-8400  
Nashville - Clerical 399-0050  
Nashville - Industrial 399-0006

**Multiple Employee Timecard**

Company Name	
Week Ending Date	/ /

Employee Name		/ /	/ /	/ /	/ /	/ /	/ /	/ /	Total Hours Worked	
		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Regular Hrs	Overtime Hrs
		Hrs Min	Hrs Min	Hrs Min	Hrs Min	Hrs Min	Hrs Min	Hrs Min	Hrs Min	Hrs Min
Name	In (Time)	:	:	:	:	:	:	:	:	:
	Out (Time)	:	:	:	:	:	:	:	:	:
Dept (Optional)	Lunch (Hours)									
	<b>Total Hours Worked</b>									
Name	In (Time)	:	:	:	:	:	:	:	:	:
	Out (Time)	:	:	:	:	:	:	:	:	:
Dept (Optional)	Lunch (Hours)									
	<b>Total Hours Worked</b>									
Name	In (Time)	:	:	:	:	:	:	:	:	:
	Out (Time)	:	:	:	:	:	:	:	:	:
Dept (Optional)	Lunch (Hours)									
	<b>Total Hours Worked</b>									
Name	In (Time)	:	:	:	:	:	:	:	:	:
	Out (Time)	:	:	:	:	:	:	:	:	:
Dept (Optional)	Lunch (Hours)									
	<b>Total Hours Worked</b>									
Name	In (Time)	:	:	:	:	:	:	:	:	:
	Out (Time)	:	:	:	:	:	:	:	:	:
Dept (Optional)	Lunch (Hours)									
	<b>Total Hours Worked</b>									

The undersigned is an authorized representative of the company and certifies the above hours are correct and work was performed satisfactorily. IMPORTANT: Customer's signature on this document constitutes acceptance of WPS' Permanent Placement Fee Schedule, a copy of which has been provided to Customer. Customer also agrees not to permit WPS' employees to change temporary/permanent employment services while under customer supervision. In the event Customer breaches this agreement by the employment of one of WPS' employees without written approval or without paying or agreeing to the temporary hourly rate offered by WPS, then CUSTOMER SHALL BE LIABLE FOR THE FULL PERMANENT PLACEMENT FEE, PLUS ALL COSTS OF COLLECTION INCLUDING BUT NOT LIMITED TO REASONABLE ATTORNEY'S FEES.

Client Signature: \_\_\_\_\_

Date: \_\_\_\_\_