



WOOD PERSONNEL SERVICES

"Just good people."

Professional Staffing Services Division

Cool Springs 376-1117
Murfreesboro 890-8400
Nashville - Clerical 399-0050
Nashville - Industrial 399-0006

Company Week Ending Date

Address City

REPORT ALL TIME TO THE NEAREST 1/4 HOUR

Table with 8 columns: Day, Date, Time Started, Time Finished, Less Mealtime, Reg Hours, OT Hours, Supervisor Initials. Rows for SUN, MON, TUES, WED, THUR, FRI, SAT.

TOTAL HOURS Reg. OT

TOTAL FOR WEEK

I hereby certify that the hours shown were worked by me during the week ending shown above, and were properly certified by an authorized representative of the named company at the bottom hereof.

EMPLOYEE SIGNATURE WPS CLOCK NO.

PRINT NAME CLEARLY

CUSTOMER APPROVAL

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 contractor/temporary 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 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.

BY TITLE

FAILURE TO NOTIFY WOOD PERSONNEL UPON COMPLETION OF YOUR JOB ASSIGNMENT MAY BE CONSIDERED AS BEING UNAVAILABLE FOR WORK AND HAVING VOLUNTARILY QUIT YOUR EMPLOYMENT.

DUE AT WOOD PERSONNEL SERVICES BY 5:00 P.M. MONDAY EMPLOYEE PLEASE KEEP LAST COPY

MAIL CHECK HOLD CHECK FOR PICKUP

PAYROLL DEPARTMENT FAX 399-3475