



TEMPORARY SERVICES, INC.
 123 West Madison Suite 1310
 Chicago, IL 60602

info@klatteremployment.com
 PHONE (312) 263-5737
 FAX (312) 263-4526

WEEK ENDING SUNDAY

MO. DAY YR.

LAST NAME FIRST NAME

HOLD MY CHECK
 MAIL MY CHECK

COMPANY (CLIENT) NAME

ADDRESS

DEPARTMENT

CITY/STATE/ZIP

ARE YOU RETURNING TO THE COMPANY? YES NO

I CERTIFY THAT THE HOURS STATED ABOVE ARE THOSE THAT I WORKED DURING THE WEEK INDICATED.

SIGNATURE _____

	START TIME	FINISH TIME	LESS LUNCH TIME	DAILY TOTAL HRS.
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
SATURDAY				
SUNDAY				
TOTAL HOURS WORKED ON ASSIGNMENT THIS WEEK (DO NOT INCLUDE LUNCHTIME, ROUND TO NEAREST 1/4 HR.)				
OVERTIME (OVERTIME ONLY AFTER 40 HRS.)				

Klatt Temporary Services has incurred expenses in recruiting and training its employees to best serve the clients. If client chooses to transfer any Klatt employee to the client's payroll or to the payroll of another staffing service during this assignment or 90 days thereafter, the client will pay 125 x the Klatt hourly billing rate as liquidated damages.

AUTHORIZED CLIENTS SIGNATURE & TITLE _____ DATE _____

WHITE - RETURN TO OFFICE
 YELLOW - RETURN TO OFFICE
 PINK - CLIENT COPY