NEWPORT NEWS 1090 Loftis Boulevard / Newport News, VA 23606 / p 757 873 6644 f 757 873 2341
VIRGINIA BEACH 4560 South Blvd., Suite 295 / Virginia Beach, VA 23452 / p 757 490 1700 f 757 490 9065
CHESAPEAKE 1215 Volvo Parkway, Suite 203 / Chesapeake, VA 23320 / p 757 382 7222 f 757 382 7144
SUFFOLK 424 Market Street, Suite 100 / Suffolk, VA 23434 / p 757 925 0400 f 757 925 0792

MASTER TIME SHEET

NAME	*Monday*		*Tuesday*		*Wednesday*		*Thursday*		*Friday*		*Saturday*		*Sunday*		*Total*
Total hours daily															

We agree that if our firm should hire the above named employee(s) within 12 weeks of their start date, without agreement from Reliance, we will pay Reliance liquidated damages. It is understood that the undersigned will not entrust Reliance employees with unattended premises or any part thereof, handling of cash, negotiable or other valuables without written permission from Reliance and then only when an employee's specific duties necessitate such activity. Note: 4 hour daily minimum on all assignments. Signature below constitutes full acceptance of all information on form.

Company: _____ **Week Ending ___ / ___ / ___**

Authorized Signature _____ **Please fax to Reliance by 5 PM Monday**