



- 1090 Loftis Boulevard / Newport News, VA 23606  
p 757 873 6644 f 757 873 2341
- 303 Lynnhaven Parkway, Suite 100 / Virginia Beach, VA 23452  
p 757 490 1700 f 757 490 9065
- 2121 Old Greenbrier Road, Suite B / Chesapeake, VA 23320  
p 757 382 7222 f 757 382 7144
- 424 Market Street, Suite 100 / Suffolk, VA 23434  
p 757 925 0400 f 757 925 0792

We agree that if our firm should hire the above named employee within 16 weeks without agreement from Reliance Staffing & Recruiting, we will pay Reliance Staffing & Recruiting liquidated damages. It is understood that the undersigned will not entrust Reliance Staffing & Recruiting employees with unattended premises or any part thereof, handling of cash, negotiables or other valuables without written permission from Reliance Staffing & Recruiting 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.

**CLIENT - Authorized Signature of Company Representative**

Sign here: \_\_\_\_\_

Firm: \_\_\_\_\_

CLIENT - Please write total hours in words below.

Is this employee's assignment completed in full?  Yes  No

**EMPLOYEE MUST SIGN THIS FORM**

I certify that these hours were worked by me during the week ending shown above, and were properly verified by an authorized representative of the client. Employee certifies no accident or injury was sustained while working on this assignment.

Employee Sign here: \_\_\_\_\_

WEEK ENDING DATE (SUN.)	EMPLOYEE NAME (PRINT)
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CLIENT

REPORT TO

	TIME IN	TIME OUT	LESS LUNCH PERIOD	TOTAL HOURS
<b>MON.</b>				
<b>TUE.</b>		DRAW	LINE	
<b>WED.</b>				
<b>THU.</b>		THROUGH	DAYS	
<b>FRI.</b>				
<b>SAT.</b>		NOT	WORKED	
<b>SUN.</b>				

Show hours to nearest 1/4 hour (.25)

**TOTAL HOURS FOR WEEK**

WHITE/Customer Copy - YELLOW/Office Copy

TO RECEIVE YOUR PAYCHECK, THIS CARD MUST BE RECEIVED BY RELIANCE STAFFING & RECRUITING NO LATER THAN MONDAY AT 5:00 P.M.