



2463 208th Street, Suite 200
 Torrance, California 90501
 (310) 320-1023
 FAX: (310) 320-5456
 deanna@thepremierjobs.com

NAME (LAST, FIRST) _____

LAST 4 DIGITS OF SS# _____ WEEKEND DATE (SAT) _____

EMPLOYEE SIGNATURE _____

PLEASE CHECK: WILL PICK UP MAIL

PLEASE SUBMIT YOUR TIMESHEET BY MONDAY 10AM

ROUND OFF TO THE NEAREST 1/4 HOUR

(.15 MIN = .25, .30 MIN = .50, .45 MIN = .75)

	DATE	START TIME	LUNCH OUT	LUNCH IN	FINISH TIME	REG HOURS	OT HOURS
MON							
TUE							
WED							
THU							
FRI							
SAT							
SUN							
					TOTAL		

TERMS AND CONDITIONS

- ALL HOURS WORKED OVER 8 PER DAY OR 40 PER WEEK WILL BE BILLED AND PAID AS OVERTIME.
- IN THE EVENT THAT A PREMIER PERSONNEL SERVICES TEMPORARY EMPLOYEE IS CONTACTED BY YOUR FIRM DIRECTLY FOR EITHER TEMPORARY OR PERMANENT EMPLOYMENT, A PLACEMENT FEE WILL BE CHARGED.
- INVOICES ARE DUE AND PAYABLE WITHIN 7 DAYS OF RECEIPT.
- CLIENT WILL NOT ALLOW PREMIER PERSONNEL SERVICES' EMPLOYEES TO OPERATE A MOTOR VEHICLE ON CLIENT'S BEHALF WHILE ON ASSIGNMENT.

I HEREBY AUTHORIZE PREMIER PERSONNEL SERVICES TO INVOICE MY FIRM FOR THE HOURS LISTED ABOVE. I ALSO AGREE TO THE TERMS AND CONDITIONS.

CLIENT COMPANY _____

SUPERVISOR _____

AUTHORIZED SIGNATURE _____ TITLE _____