



**TEMPORARY SERVICES, INC.**

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**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