

FOLLOW THE BELOW INSTRUCTIONS FOR A SUCCESSFUL TIMECARD SUBMISSION

1. Print neatly using black ink.
2. Make sure you have filled out properly.
3. Fax to 1-866-729-2314 OR Email to timecards@squadbuilders.com
4. Fax on Friday or when assignment is completed.



CLIENT INFORMATION (* = required)

CLIENT'S NAME*

REPORT TO*

ADDRESS

CITY


STATE

ZIP

CLIENT'S PHONE NUMBER

EXT

Timesheet Input

DAY*	Date* (M/D/YR)	Time Worked*		-Lunch = Hours		Client Initials
		Time In	Time out			
SUN					+	
MON					+	
TUES					+	
WED					+	
THUR					+	
FRI					+	
SAT					+	
TOTAL TIME*					=	

Office Use Only

Reg Hrs: _____ OT Hrs: _____ Holiday Hrs: _____

Notes: _____

CLIENT APPROVAL

THE HOURS AS SHOWN ABOVE ON THIS TIME SHEET ARE CORRECT. BY SIGNING THIS CLIENT APPROVAL, WE ACKNOWLEDGE OUR RECEIPT AND ACCEPTANCE OF THE GENERAL CONDITIONS OF ASSIGNMENT AND THE TERMS OF PAYMENT.

NAME: _____

SIGNATURE: _____

DATE: _____ TITLE: _____

EMPLOYEE

I CERTIFY THAT THE DAYS SHOWN ON THIS TIME SHEET ARE CORRECT AND WERE WORKED BY ME.

Name* _____

SIGNATURE* _____

DATE* _____