

**PRINT CLEARLY AND FILL OUT COMPLETELY**

COMPANY NAME (PRINT) \_\_\_\_\_  
 EMPLOYEE NAME (PRINT) \_\_\_\_\_  
 SOCIAL SECURITY NUMBER \_\_\_\_\_

CHECK DELIVERY  
 MAIL  PICKUP

50 BRIAR HOLLOW • 510 EAST  
 HOUSTON, TX 77027-9305  
 713/961-0605 • FAX 713/624-1155



**IMPORTANT: READ AGREEMENTS BELOW AND ON BACK BEFORE SIGNING.**

	MON	TUE	WED	THU	FRI	SAT	SUN
DATE							
START							
LUNCH OUT							
LUNCH IN							
FINISH							
TOTAL STRAIGHT TIME							
TOTAL OVERTIME							

WHITE & CANARY - QUEST  
 PINK - CLIENT  
 GOLDENROD - EMPLOYEE

OVERTIME APPROVED?  
 YES  NO  INITIAL

TOTAL HOURS  
 \_\_\_\_\_

**Employee Agreement** - I hereby certify that the hours shown hereon were worked by me during the week ending designated, and were certified by an authorized representative of the Client. I understand that I am to contact Quest Personnel after completing this assignment to discuss another assignment; and if I do not do so, Quest Personnel may assume that I am not then available for work and that my unemployment benefits may be affected.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

**CLIENT APPROVAL** Client Agreement: By signing this time sheet I agree that I have read and understand the reverse side of this document and I further agree that the work was performed satisfactorily.

SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_ DATE \_\_\_\_\_