



<b>Employee Name:</b>	
<b>Manager Name:</b>	<b>Manager Phone Number:</b>
<b>Company Name:</b>	<b>Dept. Name/Number:</b>

**Week ending:** (MM/DD/YY— always a Sunday date) \_\_\_/\_\_\_/\_\_\_

Date: (mm/dd/yy)	In	Out	In	Out	Regular Hours	Overtime Hours
Monday / /						
Tuesday / /						
Wednesday / /						
Thursday / /						
Friday / /						
Saturday / /						
Sunday / /						
<b>Total Hours</b>						

Manager signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Employee signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

**Time Card Instructions**

Please fax your signed time card to our office no later than 12:00 noon each Monday for all hours worked in the previous week to 310-288-0209.

**Reminders**

While on an assignment, EPG's temporary employees are strictly prohibited from: (a) performing any tasks or duties involving the operation of motorized vehicles (including their own) or machinery (except for standard office equipment); and (b) having access to or handling any cash, checks, or company bank accounts.

**PLEASE TAKE NOTE**

It is understood and agreed between Elite Placement Group, Inc. (EPG) and its client, that persons assigned to work for client are employees of EPG and they may not be hired by client for a period of one year from the date of completion of work for client. In the event that client hires a EPG temporary employee on a full or part time basis, or refers a EPG temporary employee to another for full or part time employment at any time within one year from the completion of work for client, client shall owe EPG a placement fee computed as provided in EPG's "FULL TIME PLACEMENT AGREEMENT." If client does not have a copy of EPG's FULL TIME PLACEMENT AGREEMENT one will be immediately faxed or emailed to client upon request. In the event of any dispute over monies owed by client to EPG, the prevailing party shall recover reasonable attorneys fees and costs.

**Phone: 310-277-2600 Fax: 310-288-0209**