



**WOOD PERSONNEL
SERVICES**
"Just good people."

Professional Staffing
Services Division

Fax timecards to: (615) 399-3475
Cool Springs 376-1117
Lebanon 453-1001
Murfreesboro 890-8400
Nashville - Office Support 399-0050
Nashville - Industrial 399-0006

Multiple Employee Timecard

Company Name	
Week Ending Date	
/ /	/ /

Employee Name		/ /	/ /	/ /	/ /	/ /	/ /	/ /	Total Hours Worked	
		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Regular Hrs	Overtime Hrs
		Hrs Min	Hrs Min	Hrs Min	Hrs Min	Hrs Min	Hrs Min	Hrs Min	Hrs Min	Hrs Min
Name	In (Time)	:	:	:	:	:	:	:	:	:
	Out (Time)	:	:	:	:	:	:	:	:	:
Dept (Optional)	Lunch (Hours)									
	Total Hours Worked									
Name	In (Time)	:	:	:	:	:	:	:	:	:
	Out (Time)	:	:	:	:	:	:	:	:	:
Dept (Optional)	Lunch (Hours)									
	Total Hours Worked									
Name	In (Time)	:	:	:	:	:	:	:	:	:
	Out (Time)	:	:	:	:	:	:	:	:	:
Dept (Optional)	Lunch (Hours)									
	Total Hours Worked									
Name	In (Time)	:	:	:	:	:	:	:	:	:
	Out (Time)	:	:	:	:	:	:	:	:	:
Dept (Optional)	Lunch (Hours)									
	Total Hours Worked									
Name	In (Time)	:	:	:	:	:	:	:	:	:
	Out (Time)	:	:	:	:	:	:	:	:	:
Dept (Optional)	Lunch (Hours)									
	Total Hours Worked									

The undersigned is an authorized representative of the company and certifies the above hours are correct and work was performed satisfactorily. **IMPORTANT:** Customer's signature on this document constitutes acceptance of WPS' Permanent Placement Fee Schedule, a copy of which has been provided to Customer. Customer also agrees not to permit WPS' employees to change contractor/temporary employment services while under customer supervision. In the event Customer breaches this agreement by the employment of one of WPS' employees without written approval or without paying or agreeing to the hourly rate offered by WPS, then CUSTOMER SHALL BE LIABLE FOR THE FULL PERMANENT PLACEMENT FEE, PLUS ALL COSTS OF COLLECTION INCLUDING BUT NOT LIMITED TO REASONABLE ATTORNEY'S FEES.

Client Signature: _____

Date: _____