

**NOTICE TO CLIENT:** The terms and conditions on this timecard are material terms of this contract. Please read them and retain the yellow copy for your records. We appreciate your calling TPI STAFFING SERVICE, Inc.

<b>YOUR NAME (PLEASE PRINT)</b>						
<b>SOCIAL SECURITY NO.</b>						<b>WEEK ENDING SATURDAY</b> / /

	STARTING TIME	FINISH TIME	LESS LUNCH TIME	DAILY TOTAL	
				STRAIGHT TIME HOURS	OVERTIME HOURS
SUN.					
MON.					
TUES.					
WED.					
THURS.					
FRI.					
SAT.					
<b>TOTAL HRS. FOR WEEK TO NEAREST 1/4 HOUR</b>				<b>STRAIGHT TIME</b>	<b>OVERTIME</b>
NOTE: CUSTOMER MUST INITIAL ALL OVERTIME					

## TPI STAFFING SERVICE, Inc.

I certify that the total hours shown are true and correct, and this signature is authorization to bill the named company for these hours. We understand that the temporary employee named above is a direct employee of TPI Staffing Service, Inc. and represents a substantial investment to that firm. We agree that for a period of 120 days after the last day for which hours are reported, that utilization of this employee will be through TPI Staffing Service, Inc. Should the client company utilize the services of this Temporary employee, it is agreed that the client will notify TPI Staffing Service, Inc. of this intent and that the person will remain on TPI Staffing Service, Inc. for a period of 720 working hours from beginning date of employment, or the client will pay a payroll transfer fee to TPI Staffing Service, Inc. unless other arrangements have been agreed upon by TPI Staffing Service, Inc.

\* \_\_\_\_\_

CUSTOMER SIGNATURE \_\_\_\_\_ COMPANY NAME \_\_\_\_\_

DEPT. OR DIVISION \_\_\_\_\_ CITY \_\_\_\_\_ ST.-ZIP \_\_\_\_\_

I CERTIFY that these hours were worked by me during the week ending shown above, and were properly verified by an authorized representative of the customer.

(Temporary Employee must sign here): \_\_\_\_\_  
 By signing, employee certifies no accident or injury was sustained while working on this assignment, unless so noted on the reverse side.  
**IF THIS ASSIGNMENT IS COMPLETE CALL YOUR TPI STAFFING SERVICE, Inc. COUNSELOR. BE SURE TO STAMP REVERSE SIDE AND MAIL BY FRIDAY.**

\*PLEASE SEE BACK OF CARBON COPY

1. MAIL CARD TO TPI STAFFING SERVICE, Inc.  
2. LEAVE YELLOW ORIGINAL WITH CUSTOMER

RETURN ADDRESS:

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**- IMPORTANT -**

1. If you have changed your address since last paycheck, notify your TPI Staffing Service, Inc. counselor at once.
2. If this assignment is completed, call your TPI Staffing Service, Inc. counselor.
3. Be sure reverse side is legible and complete.
4. Be sure to mail by Friday, unless you work Saturday.

PUT  
STAMP  
HERE

***TPI*** **Staffing  
Service, Inc.**

320 W. MAPLE  
ENID, OKLAHOMA 73701