



MIDTOWN PERSONNEL, INC.

SPECIALISTS IN OFFICE SUPPORT STAFF

900 7th Street, NW ▪ Suite 725 ▪ Washington, DC 20001
Phone (202) 887-4747 ▪ Fax (202) 887-4748

CLIENT: _____ ADDRESS: _____

NAME: _____ WEEK ENDING: _____

ORIGINAL Time Records must arrive at
Midtown Personnel, Inc. by Monday 5:30 p.m.
To be paid by Friday

White-MPI Copy Yellow-Client Copy Pink-Your Copy

Date	Arrived	Lunch		Departed	Regular Hours	Overtime Hours
		Out	In			
Mon.						
Tues.						
Wed.						
Thurs.						
Fri.						
Sat.						
Sun.						
					Total Regular Hours	Total Overtime Hours

I hereby attest that the hours stated above are true and accurate. I understand that time sheets must be submitted to Midtown on Mondays by 5:30 p.m. to guarantee my paycheck for the following Friday. I understand that I must have an authorized signature. I understand that Midtown is not responsible for mailed time sheets. Payday is on Fridays at 12:00 p.m. Midtown's fax number is (202) 887-4748.

EMPLOYEE SIGNATURE

It is hereby agreed that the hours stated above are correct and the work performed was satisfactory. It is also understood that overtime will be billed at time and a half for hours over forty (40) per week unless other arrangements are made prior to assignment. We also agree not to directly or indirectly employ the above named Temporary Employee for a period of one (1) year from the above week ending date without a release fee paid to Midtown Personnel, Inc. The release fee is to be calculated at 1% per thousand of the first year's salary, not to exceed 25%. A 1.5% per month interest charge will be charged on all past due balances. We also agree to pay any and all cost of collection and/or attorney fees should collection procedures become necessary.

AUTHORIZED SIGNATURE