

Symphony Placements

2300 York Road, Suite 209 • Timonium, Md. 21093
 Phone 443-279-4550 Fax 443-279-4554

www.symphonyplacements.com

Mail my check Direct Deposit Pick up check

We agree that if our firm should hire the above named employee before completion of the agreed upon hours without prior agreement from Symphony Placements Ltd. we will pay Symphony Placements Ltd. liquidated damages. It is understood that the undersigned will not entrust Symphony Placements Ltd. employees with unattended premises or any part thereof, handling of cash, negotiables or other valuables without written permission from Symphony Placements Ltd. and then only when an employees' specific duties necessitate such activity.

Note: 4 HOUR DAILY MINIMUM ON ALL ASSIGNMENTS

Signature below constitutes full acceptance of all information on form.

CLIENT – Authorized Signature of Company Representative

Sign here: _____

Firm: _____

CLIENT - Please write total hours in words below.

Is this employee's assignment completed in full? Yes No

EMPLOYEE MUST SIGN THIS FORM

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 client. Employee certifies no accident or injury was sustained while working on this assignment

Employee Sign here: _____

WEEK ENDING DATE (SUN.)			EMPLOYEE NAME (Print)		
CLIENT					
REPORT TO				SOCIAL SECURITY NUMBER	
DATE	DAY	TIME IN	TIME OUT	LESS LUNCH PERIOD	TOTAL HOURS
Show Hours to the nearest 1/4 hour (.25)					TOTAL HOURS FOR WEEK WHITE/Customer Copy - YELLOW/Office Copy - PINK/Employee
MAIL YELLOW COPY					

TO RECEIVE YOUR PAYCHECK, THIS CARD MUST BE RECEIVED BY SYMPHONY PLACEMENTS NO LATER THAN MONDAY AT 5:00 P.M.