

USE BALL POINT PEN ONLY
RETURN PARTS 1, 2 AND 3 TO WALL STREET SERVICES
WALL STREET SERVICES

11 BROADWAY • SUITE 930 • NEW YORK, NY 10004
 (212) 509-7200 FAX (212) 943-1597

COMPANY NAME					
ASSIGNMENT #				DEPT.	
WEEK ENDING SUNDAY		EMPLOYEE NAME (PLEASE PRINT)			
JOB		SOC. SEC. NO. <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			
SHIFT A (DAY) MON. - FRI. 8:30 AM - 5:30 PM	DATE	IN	OUT	Less Lunch	Total Hours
	MON.				
	TUES.				
	WED.				
	THU.				
	FRI.				
	SAT.				
	SUN.				
	SHIFT A TOTAL HOURS				
SHIFT B (EVE) MON. - FRI 5:30 PM - Midnight	DATE	IN	OUT	Less Lunch	Total Hours
	MON.				
	TUES.				
	WED.				
	THU.				
	FRI.				
	SAT.				
	SUN.				
	SHIFT B TOTAL HOURS				
SHIFT C (MIDNIGHT - WKND DAY) MON. - FRI. mid. 8:30 AM SAT. - SUN.	DATE	IN	OUT	Less Lunch	Total Hours
	MON.				
	TUES.				
	WED.				
	THU.				
	FRI.				
	SAT.				
	SUN.				
	SHIFT B TOTAL HOURS				
CUSTOMER AGREEMENT					
CUSTOMER AGREES THAT THE UTILIZATION OF THE ABOVE NAMED PERSON ON EITHER A TEMPORARY OR PERMANENT BASIS WITHIN SIX MONTHS FROM DATE ON TIME SHEET WILL BE THROUGH WALL STREET SERVICES. IF CUSTOMER DESIRES TO HIRE THIS PERSON ON A PERMANENT BASIS, IT IS AGREED THAT NOTIFICATION OF THIS INTENT WILL BE GIVEN TO WALL STREET SERVICES AND THE PERSON WILL REMAIN ON WALL STREET SERVICES FOR A PERIOD OF 90 DAYS FROM DATE OF NOTIFICATION.					
IMPORTANT FOR EMPLOYEE: BY EXECUTING THIS FORM EMPLOYEE AGREES TO TERMS AND CONDITIONS ON REVERSE SIDE CERTIFIES THAT THIS FORM IS TRUE AND ACCURATE AND THAT NO INJURIES WERE SUFFERED EMPLOYEE SIGNATURE X		MAIL MY CHECK <input type="checkbox"/> HOLD MY CHECK <input type="checkbox"/>		ASSIGNMENT COMPLETED <input type="checkbox"/> YES <input type="checkbox"/> NO	
CLIENT NAME (PLEASE PRINT)				DEPT.	
AUTHORIZED SIGNATURE X				TITLE	
IMPORTANT FOR CLIENT: BY EXECUTION OF THIS FORM, CLIENT CERTIFIES THAT HOURS ARE CORRECT. WORK WAS SATISFACTORY, AND THAT CLIENT AGREES TO THE TERMS AND CONDITIONS.					