

**This time sheet must be completely filled out and in our office by Monday at 12:00 noon.**

**Career Strategies Office Fax Numbers:**

Los Angeles	213-385-0959	West Los Angeles	310-445-8727
Woodland Hills	818-348-4274	Pasadena	626-304-0373
Orange County	949-251-8812	Inland Empire	909-230-4505
San Diego	619-640-2251	Phoenix	602-955-6645
Las Vegas	702-368-2366	Denver	720-489-1054
Seattle	425-746-0390	Dallas	TBA

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Week Ending (Sunday)

**EMPLOYEE NAME**

(FIRST)	(MIDDLE)	(LAST)

Customer:
Address:
City:
Supervisor:

	DATE	Time in	Time out	Time in	Time out	Regular hours	OT hours
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
Supervisor MUST sign here to authorize OT.						Total	

**X:** \_\_\_\_\_

**YOUR SIGNATURE BELOW AUTHORIZES US TO PAY OUR EMPLOYEE AND BILL YOUR COMPANY FOR THE TOTAL HOURS INDICATED ABOVE.**

Your signature is also an acknowledgement that you understand a liquidated damages fee equal to 20% of the annual salary will apply for any temporary hired in any capacity within twelve months of last date worked. \*Applicable discounts may apply. Check with your representative.

“In the event Career Strategies, Inc. incurs collection costs, including initiating legal proceedings, to collect any sums due and owing to it hereunder, it shall be entitled to recover all costs thereby incurred including but not limited to attorneys’ fees”

**Customer’s authorized signature** \_\_\_\_\_

**Employee signature** \_\_\_\_\_

**PLEASE HOLD MY CHECK AT THE FOLLOWING OFFICE:**

<b>Los Angeles</b>	
3435 Wilshire Blvd.	
<b>Inland Empire</b>	
9431 Haven Ave.	
<b>Seattle</b>	
2018 156th Ave.	

<b>Woodland Hills</b>	
21031 Ventura Blvd.	
<b>San Diego</b>	
8880 Rio San Diego Dr.	

<b>Pasadena</b>	
790 E. Colorado Blvd.	
<b>Phoenix</b>	
2390 E. Camelback	

<b>Orange County</b>	
3090 Bristol St.	
<b>Las Vegas</b>	
1661 E. Flamingo Rd.	

<b>West Los Angeles</b>	
11845 W. Olympic	
<b>Denver</b>	
8400 E. Crescent Pkwy.	