



2000 Auburn Dr, Ste. 200 • Beachwood, OH 44122  
 Phone: 877-845-0730 Fax: 877-848-2730

Print Client's Name						
Print Employee's Name						
Classification					W/E	
Date	Starting Time	Finish Time	Lunch Period	Regular Hours	Overtime Hours	Client Overtime Approved
SUN						
MON						
TUES						
WED						
THUR						
FRI						
SAT						
<b>Total Hours for the week for the nearest 1/4 hour</b>			→→→ →→→			
<p>I certify that the hours shown above represent my total hours worked during the week ending the date shown above, and were properly verified by the client or authorized representative. I understand that I am to notify APEX when an assignment ends and when I am available for work. I agree that if I do not contact APEX upon completion of an assignment, they can assume I am not available.</p>						
X						
<b>EMPLOYEE MUST SIGN HERE</b>						
<p>It is certified that the above hours are correct and that the work was satisfactorily performed. Do not pay our employees directly. Employees are not authorized to accept, have custody or the control of cash, negotiable, valuables, or other similar property. Client waves any right to set off against amounts due APEX., it is understood and agreed that claims made under the Commercial Blanket Bond must be reported in writing to APEX within ten (10) days after discovery of the occurrence. I recognize the rights of APEX as the employer and agree not to employ any APEX employees furnished to the client for a period of ninety (90) days following the completion of an assignment.</p>						
Client agrees to pay invoice upon receipt						
<b>AUTHORIZED CLIENT SIGNATURE</b>						
X						

**TIME SLIPS MUST BE IN OFFICE BY 12 NOON ON MONDAY**

WHITE OFFICE COPY - YELLOW EMPLOYEE COPY - PINK FACILITY COPY