

FOLLOW THE BELOW INSTRUCTIONS FOR A SUCCESSFUL TIMECARD SUBMISSION

1. Print neatly using black ink.
2. Make sure you have filled out properly.
3. Fax to 1-866-729-2314 OR Email to [timecards@squadbuilders.com](mailto:timecards@squadbuilders.com)
4. Fax on Friday or when assignment is completed.



**CLIENT INFORMATION (\* = required)**

CLIENT'S NAME\* \_\_\_\_\_ REPORT TO\* \_\_\_\_\_

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ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

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CLIENT'S PHONE NUMBER \_\_\_\_\_ EXT \_\_\_\_\_

**Timesheet Input**

DAY*	Date* (M/D/YR)	Time Worked*		- Lunch =	Hours	Client Initials
		Time In	Time out			
SUN					+	
MON					+	
TUES					+	
WED					+	
THUR					+	
FRI					+	
SAT					+	
<b>TOTAL TIME*</b>					=	

Office Use Only

Reg Hrs: \_\_\_\_\_ OT Hrs: \_\_\_\_\_ Holiday Hrs: \_\_\_\_\_

Notes: \_\_\_\_\_

**CLIENT APPROVAL**

THE HOURS AS SHOWN ABOVE ON THIS TIME SHEET ARE CORRECT. BY SIGNING THIS CLIENT APPROVAL, WE ACKNOWLEDGE OUR RECEIPT AND ACCEPTANCE OF THE GENERAL CONDITIONS OF ASSIGNMENT AND THE TERMS OF PAYMENT.

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_ TITLE: \_\_\_\_\_

**EMPLOYEE**

I CERTIFY THAT THE DAYS SHOWN ON THIS TIME SHEET ARE CORRECT AND WERE WORKED BY ME.

\_\_\_\_\_  
Name\*

\_\_\_\_\_  
SIGNATURE\*

\_\_\_\_\_  
DATE\*