



_____ Week ending date (use Sunday's date)

EMPLOYEE _____

S.S. NO.

X	X	X	-	X	X	-				
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Company _____

Location _____

- MAIL CHECK ADDRESS CHANGE
 Assignment Continuing Completed

CARD DUE BY MONDAY

CUSTOMER AGREEMENT, PLEASE READ BEFORE SIGNING

If a customer is interested in hiring a person on a permanent basis, **the customer agrees that the employee will remain on ATSI's payroll for a minimum of 520 hours.** Otherwise, the customer may choose to buy-out the employee at a one time fee of \$2,250. The buy-out agreement will also be in effect **if the customer transfers the employee to another employment services payroll prior to the completion of the hiring criteria set forth in this agreement.** Should the company wish to employ the temporary on another assignment **prior to the completion of the hiring criteria, he/she must be contacted through ATSI, or the buy-out agreement will also be in effect.**

DAY	TIME STARTED	TIME FINISHED	LESS LUNCH PERIOD	TOTAL HOURS	
				REG. HRS.	OVER TIME
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
SUNDAY					
			(TO NEAREST 1/4 HR.)	TOTAL HOURS	

 Company Approval. EMPLOYEE SIGNATURE
 Your signature verifies these hours, you will be billed accordingly.

By: _____

Date: _____ Dept: _____

FROM _____

SEND
FIRST
CLASS
MAIL



35 E. FRONT ST.
MONROE, MI 48161