

SEARCH & STAFFING PROFESSIONALS



THE LEE GROUP

Authorized Time Card Signatures

Client Name: _____

Employees placed with your company are responsible for keeping track of their time. Each employee fills out a Lee Group timecard and hands it in weekly to be paid. We ask a supervisor from your company to authorize their time before it is handed in to us for payment. Please have supervisors that are authorized to approve timecards print and sign their name below. Thank you very much for taking the time to complete this information and thank you for your business.

	<u>Print Name</u>	<u>Signature</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____

Please fax this information to (757) **873-3908**. If you have any questions please call Mike Wozniak at (757) 240-4540.

We Hire the Best For the Best! That's You!

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