



THE ADVANCE GROUP

Week ending date (Use Sunday's date)

Employee _____

S. S. NO.

X	X	X	-	X	X	-				
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Company _____

Location _____

ADDRESS CHANGE

Completed

Assignment Continuing

CARD DUE BY MONDAY

DAY	DATE	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	

EMPLOYEE SIGNATURE

Company Approval

Your signature verifies these hours, you will be billed accordingly.

By: _____

Date: _____ Dept.: _____

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 Advance's payroll for a minimum of 520 hours. Otherwise, the customer may choose to buy-out the employee at a onetime 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 Advance, or the buy-out agreement will also be in effect.**