

# RECRUITING CONNECTION

## FAX COVER SHEET

2048 N. 44<sup>TH</sup> St Ste 203  
 Phoenix, AZ. 85008  
 (602) 954-8886  
 (602) 954-9245

|                    |                                   |
|--------------------|-----------------------------------|
| <b>Send to:</b>    | <b>From:</b>                      |
| <b>Attention:</b>  | <b>Date:</b>                      |
| <b>Fax Number:</b> | <b>Phone Number: 602-954-8886</b> |

- Urgent
- Reply ASAP
- Please comment
- Please Review
- For your Information

Total pages, including cover:

**Comments:**

### Recruiting Connection

602-954-8886 • Fax 602-954-9245

Paychecks will not be released unless signed timecard(s) is received by 9:00 A.M. on the Tuesday immediately following the assignment.

**All checks will be mailed Thursday unless previous arrangements are made.**

COMPANY \_\_\_\_\_  
 LOCATION \_\_\_\_\_

|  |                 |           |          |        |             |  |
|--|-----------------|-----------|----------|--------|-------------|--|
| SERVICES FOR WEEK ENDING (FRIDAY)                      | EMPLOYEE'S NAME |           |          |        |             |  |
| Soc. Sec. #  |                 |           |          |        |             |  |
| DAY  | START           | LUNCH OUT | LUNCH IN | FINISH | TOTAL HOURS |  |
| Sat.   |                 |           |          |        |             |  |
| Sun.   |                 |           |          |        |             |  |
| Mon.   |                 |           |          |        |             |  |
| Tues.  |                 |           |          |        |             |  |
| Wed.   |                 |           |          |        |             |  |
| Thur.  |                 |           |          |        |             |  |
| Fri.   |                 |           |          |        |             |  |
| Total Hours Worked This Week Round to Nearest 1/4 Hour |                 |           |          |        |             |  |
| SUPERVISOR/CLIENT PRINT NAME HERE                      |                 |           |          |        |             |  |
| SUPERVISOR/CLIENT MUST SIGN HERE                       |                 |           |          |        |             |  |

Client Copy

Signature hereon by agent of above-named co. certifies that the above-named employee worked for the above-named co. for the hours stated. Signer hereon also agrees that in consideration of the investment for advertising, testing and placing of the above-named employee by Recruiting Connection, if that employee becomes employed by us within one year from this date, whether by a direct hire, through another personnel service, as a consultant or by any other means, we will pay Recruiting Connection a buy-out fee based on a current schedule, a copy of which is available upon request. We further agree that in the event legal action is necessary to enforce this provision, we will pay all reasonable costs and/or attorneys' fees incurred by Recruiting Connection in that legal action.