

Medical Office Services

Fax 804-378-4661

FACSIMILE TRANSMITTAL SHEET

TO:

COMPANY:

FAX:

PLEASE COMPLETE WITH TIME IN, TIME OUT AND THE AMOUNT OF TIME TAKEN FOR LUNCH. HAVE YOUR SUPERVISOR SIGN OFF ON YOUR HOURS AND FAX BACK TO 804-378-4661 BY 10AM ON MONDAY MORNINGS. THIS NEEDS TO BE DONE EACH WEEK TO BE PAID FOR YOUR HOURS WORKED. UNAUTHORIZED TIMESHEETS WILL NOT BE PROCESSED. THANK YOU!

Company Name _____

	DATE	TIME IN	TIME OUT	LUNCH	TOTAL	REVISED
SUN.						
MON.						
TUES.						
WED.						
THUR.						
FRI.						
SAT.						
TOTAL HOURS FOR WEEK						

Medical Office Services

1905 Huguenot Road, Suite 102
 Richmond, Virginia 23235
 (804) 378-0301
 Fax Time by MONDAY 10 A.M.

COMPANY SIGNATURE

OR AUTHORIZED BY

EMPLOYEE'S SIGNATURE

In consideration of furnishing the Medical Office Services employee as above or hereinafter, you agree that you shall not employ any Medical Office Services employee furnished to you until they have completed 480 hours working as a temp with Medical Office Services, and at your site. At the end of 480 hours, you may hire this individual without additional fees. In the event you violate the above conditions, you will pay Medical Office Services a four thousand five hundred dollar placement fee as liquidated damages as well as any expensed incurred in collecting these damages. Any accounts that are more then thirty days old are considered past due and shall accrue a late charge of 2% of the outstanding balance each month until paid.

Accounts more then 30 days past due shall be in default and you will be responsible for all costs of collections including court cost, Medical Office Services service fees and or any attorney's fees of not less then one third of the outstanding balance due.

Jurisdiction of any dispute shall be adjudicated under Virginia State laws in Richmond, Virginia, Chesterfield County Court.