



**Quick Response Staffing, Inc.**

P.O. Box 442 Artesia NM 88211  
(575)746-8117 Office (575)746-8997 Fax

Name	Address	Address Change
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Facility Assignment	__ PRN __ Contract
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**PLEASE USE MILITARY TIME**

Pay Period Sunday-Saturday	DATE	DEPT	TIME IN	TIME OUT	TOTAL HOURS	MILEAGE	*Supervisor Signature EACH DAY
SUNDAY							
MONDAY							
TUESDAY							
WEDNESDAY							
THURSDAY							
FRIDAY							
SATURDAY							

I certify that the hours shown above were worked by me during the week designated, and were verified by authorized personnel \_\_\_\_\_

\*Supervisors Signature certifies that the hours above are correct and further agree to the terms and conditions previously se per contract.

\*All timesheets must ve faxed in by 1000 hrs each Monday, correct and signed.

\*paid according to facility work week.

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