

DENTAL DIRECTIONS, INC. P. O. Box 1487 Hurst, Texas 76053 817-285-8600 Fax 817-285-8680			YOUR NAME:					
			Address:					
	Date	Office	A.M. Hours		P.M. Hours		Total	Verified by
MON								
TUE								
WED								
THURS								
FRI								
SAT								
IMPORTANT: DO NOT PAY TEMPORARY. PAYROLL DONE BY DENTAL DIRECTIONS, INC.								
Doctor or Office Manager: Please sign above to certify that the above named employee has worked the hours listed. We agree that the hourly rate and daily fee will be paid to Dental Directions, Inc. and acknowledge there is a four (4) hour minimum on all assignments. We further agree that scheduling of this employee will be done through Dental Directions, Inc. and not directly with the employee and in the event the employee is hired within twelve (12) months that a placement fee will be paid to Dental Directions Inc. The signature of each office representative constitutes acceptance in full all information on this card.								
Temporary: I certify that I have worked the hours stated and they have been properly verified. To accept assignment in these offices again, I understand that prior arrangements must be made through Dental Directions, Inc. and not directly by me.								
TEMPORARY SIGNATURE _____			fax at the END of the week to: 817-285-8680					
Completed, signed time sheets must be in our office at the END of each week for payroll. Please check () Mail () Pick Up								

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We are implementing new time sheets that will enable our temporaries to record all hours worked in a pay period on one time sheet. Now instead of using a separate time sheet for each office you will only use one time sheet for the entire week. Take the time sheet with you to each office you are scheduled to work. Be sure to note each doctor's office under the "OFFICE" column and have each day signed to certify the hours worked. Please make a copy for each office. We have also a section to check if you would like to pick up your check or have it mailed. Remember, you must sign your time sheet and fax it to our office at the **END of each week**. We hope this will make the paperwork a bit easier for all. If you have any questions please feel free call, we will be happy to help. Thanks for your cooperation, we appreciate you so very much.