



**SVS Group, Inc.**  
*... bringing the best together*

**SF / OAKLAND**  
 2200 Powell St.  
 Suite 510  
 Emeryville, CA 94608  
 (510) 923.9898  
 Fax: (510) 923.9313

**TEMPE/PHOENIX**  
 960 West Elliot Rd.  
 Suite 108  
 Tempe, AZ 85284  
 (480) 730.1516  
 Fax: (480) 730.1568

**SACRAMENTO**  
 1375 Exposition Blvd.  
 Suite 205  
 Sacramento, CA 95815  
 (916) 923.9898  
 Fax: (916) 923.9494

**SAN JOSE**  
 2674 N First Street  
 Suite 110  
 San Jose, CA 95134  
 (408) 321.8900  
 Fax: (408) 321.8905

**IRVING/DALLAS**  
 222 West Las Colinas Blvd.  
 Suite 854 East Tower  
 Irving, TX 75039  
 (972) 910.0025  
 Fax: (972) 910.0027

Company Name \_\_\_\_\_ Week Ending \_\_\_\_\_

Employee Name \_\_\_\_\_ Last 4 digits of Soc. Sec# \_\_\_\_\_

Project # and Location	Date	Start	Finish	Lunch	Reg. Hrs	O.T. Hrs	D.T. Hrs	Total Hrs
<b>TOTALS</b>								
<b>WEEKLY TOTALS</b>					REGULAR HOURS: _____		OVERTIME HOURS: _____	

EMPLOYEE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
 Please Print Name (Client) \_\_\_\_\_ TITLE \_\_\_\_\_  
 Authorized Signature (Client) \_\_\_\_\_ DATE \_\_\_\_\_

Time cards MUST be signed and are due by 9am on Mondays - Please fax to appropriate office, and call to confirm that we received your time card.