



Outstaffing, Inc.

Outstaffing, Inc.
25 Lanier Avenue
Chatham, VA 24531

(888) 688-7823 (o)

Outstaffing: The Smart Alternative!

(877) 688-7823 (fax)

Fixed Hours Authorization

Employee Name _____

Hours per Week _____

With this directive, I authorize Outstaffing, Inc. to pay the above named employee the hours as stated above. Should the hours change for a given week a timesheet may be sent to Outstaffing, Inc. with the correct hours for that week.

Company Name _____

Client Signature _____

Client Name _____

Phone _____

Client Email _____

E-MAIL (payroll@outstaffing.com) OR FAX (877-688-7823) Completed form