Quest –Timesheet for National

Print Your Name:_____ Signature:_____
By signing you state that all information below is recorded correctly.

Have you ever received a check from National? Circle: YES or NO

***If No, Please give your mailing address so we can send you your check:**

Address:_____

Please complete all steps

Step #1: ***Check in upon arrival - Call 1-800-401-7976 or 770-460-9898***

Step #2: **Fill out information below–Please include when & where worked.**

List Month/Day:	_____	_____	_____	_____	_____	_____	_____
	Sunday	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**
Name of Store: (IE Walmrt, Kroger)	_____	_____	_____	_____	_____	_____	_____
City of Store:	_____	_____	_____	_____	_____	_____	_____
State of Store:	_____	_____	_____	_____	_____	_____	_____
Store #: (I.E. #343)	_____	_____	_____	_____	_____	_____	_____
Start Time:	_____	_____	_____	_____	_____	_____	_____
Out 4 Break: (Lunch)	_____	_____	_____	_____	_____	_____	_____
Back 2 work:	_____	_____	_____	_____	_____	_____	_____
End Time:	_____	_____	_____	_____	_____	_____	_____
Total Hrs.:	_____	_____	_____	_____	_____	_____	_____
Leader Initials:	_____	_____	_____	_____	_____	_____	_____

Step#3: **Quest Team Leader** (or store mgr.) fill out below & Initial above days:
Name: _____ Signature:_____
Team lead phone # _____ Comments (if any):_____
_____

Step#4: Fax to: 1-800-780-3671 or 770-461-4405
Do not rely on a team leader or anybody else to send in your timesheet even if they say they will do so! Keep a copy for yourself until you receive your paycheck.

National 770-460-9898 or 1-800-401-7976
350 Stonewall Ave. W. Ste. A, Fayetteville, GA 30214 **(If you cannot fax your timesheet call the office 1st and mail it in)**