



Thank you for ordering from Acrobat Outsourcing. Below are the employees we have scheduled for your upcoming job.  
 Your invoice will be based on the hours reported on this time slip.  
 Please ensure all employees sign in and out on this sheet and you sign the bottom confirming the hours.  
 Once this job is completed please click the link in the email that was sent with this time slip.

You can also go to [www.taborca.net/hours](http://www.taborca.net/hours) and enter the Job ID that is listed below.

From there please confirm the hours worked and make any adjustments necessary.

Once all hours have been electronically submitted, you may choose to print an invoice directly from our site or wait to receive an invoice via email.  
**ALL COMPLETED TIME SLIPS SHOULD BE SUBMITTED BY THE NEXT DAY.**

**FOR ANY STAFFING EMERGENCIES, PLEASE CALL 404-806-7722**

All injuries, regardless of severity, must be reported to an Acrobat Manager.  
 Additionally, employees must call 1-800-252-5275 and provide the Acrobat code: DS9000 to complete a report.

ATL

To: Marietta Hotel and Conference - Melinda Suchman  
[william.garrett@hilton.com](mailto:william.garrett@hilton.com); [melinda.suchman@hilton.com](mailto:melinda.suchman@hilton.com)

JobID: 254981 Servers

	Date	Employee	Position	Report Time	Time In	Break Start	Break End	Time Out	Total Hrs	Rating	Initial
✓	11/6/2018	Nelson, Gregory	Banquet Server	4:00 PM							
✓	11/6/2018	Rowser, Felicia	Banquet Server	4:00 PM				10:00 PM	7		FR
✓	11/7/2018	Baker, Brittany	Banquet Server	5:00 AM	5:00	8:30	9:00	12:00	6.5		PA
✓	11/7/2018	Rowser, Felicia	Banquet Server	5:00 AM	6:30			2:45	8.25		FR
✓	11/7/2018	Styles-Johnson, T'keyah	Banquet Server	5:00 AM	SAM			1 PM	41.5		TS
✓	11/8/2018	Baker, Brittany	Banquet Server	5:00 AM							
✓	11/8/2018	Styles-Johnson, T'keyah	Banquet Server	5:00 AM	SAM	30 min		3 PM	9.5		TS
✓	11/8/2018	Nelson, Gregory	Banquet Server	9:00 AM							
✓	11-6-18	Glover, Tesha	Banquet Server	3:00		30 min		10:00 PM	6.5		IC
✓	11/10/18	T'KEYAH STYLES		3:00 PM		30 min		10 PM	5.5		TS
✓	11/8/18	Tanisha Williams	Banquet Server	5:00 AM		30 min		1:30 PM	8		
✓	11/8/18	Jonis Miller	Banquet Server	8:30 AM		30 min		2:30 PM	5.5		
✓	11/8/18	Eric Williams	Banquet Server	6:00 AM	6 AM	30 min		3 PM	9.0	8.5	E.L

Client Approval Signature Melinda Suchman

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