

**PHONE**

404-806-7722

## Acrobat Outsourcing

FAX

404-806-7601

[illegible]

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**SIGNATURE**

NAME \_\_\_\_\_

**TITLE**

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| CLIENT NAME                                                                                                                                     |             | DATE   | G: Good E: Excellent<br>NI: Need Improvement<br>R / NR: Repeat / No Repeat |       |          |            |            |             |          |        |
|-------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--------|----------------------------------------------------------------------------|-------|----------|------------|------------|-------------|----------|--------|
| DEPARTMENT                                                                                                                                      |             | DAY    |                                                                            |       |          |            |            |             |          |        |
| REPORT TO                                                                                                                                       |             | TIME   |                                                                            |       |          |            |            |             |          |        |
| NAME                                                                                                                                            | SIGNATURE   | IN     | OUT                                                                        | BREAK | TOTAL HR | PROMPTNESS | APPEARANCE | PERFORMANCE | ATTITUDE | R / NR |
| Tyrone Butler                                                                                                                                   | [Signature] | 5:00   | 2:30                                                                       | 50    | 9        | ✓          |            |             |          |        |
| Tyrone Cody                                                                                                                                     | [Signature] | 2:15   | 7:30                                                                       | 20    | 5.25     | ✓          |            |             |          |        |
| Dhanelle Crawford                                                                                                                               | [Signature] | 2:00   | 6:20                                                                       | 20    | 4.33     | ✓          |            |             |          |        |
| Charlette Richards                                                                                                                              | [Signature] | 2:00   | 6:37                                                                       | 20    | 4.10     | ✓          |            |             |          |        |
| Alfred Brown                                                                                                                                    | [Signature] | 2pm    | 6:30pm                                                                     | 20    | 4.5      | ✓          |            |             |          |        |
| Dominion Allen                                                                                                                                  | [Signature] | 2:30pm | 6:45pm                                                                     | 20    | 4.75     | ✓          |            |             |          |        |
| Derrell Cooper                                                                                                                                  | [Signature] | 7:00   | 3:30                                                                       | 20    | 8        | ✓          |            |             |          |        |
| Deborah Elliott                                                                                                                                 | [Signature] | 7:00   | 3:30                                                                       | 20    | 8        | ✓          |            |             |          |        |
| Tijana Bogans                                                                                                                                   | [Signature] | 2:30pm | 6:45pm                                                                     | 20    | 4.75     | ✓          |            |             |          |        |
| TO BE COMPLETED BY CLIENT                                                                                                                       |             |        |                                                                            |       |          |            |            |             |          |        |
| I certify that the server(s) successfully completed the amount of time stated above and is entitled to full pay for the services rendered to us |             |        |                                                                            |       |          |            |            |             |          |        |
| COMMENTS                                                                                                                                        |             |        |                                                                            |       |          |            |            |             |          |        |

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