

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 OUR 24 HOUR NUMBER AT (800) 236-2276 ext. 2207**

**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: 981100 to complete a report.**

**SF**

To: Acrobat Training SF -

415-431-1580

JobID: 278607 Front Desk- Ana

*Week of 5-27-19 to 5-31-19*

|   | Date      | Employee     | Position    | Report Time | Time In | Break Start | Break End | Time Out | Total Hrs | Rating | Initial |
|---|-----------|--------------|-------------|-------------|---------|-------------|-----------|----------|-----------|--------|---------|
| 1 | 5/27/2019 | Caldera, Ana | Office Help | 8:30 AM     | /       | /           | /         | /        | /         |        | AC      |
| 2 | 5/28/2019 | Caldera, Ana | Office Help | 8:30 AM     | 8:30    | 1:00        | 1:30      | 5:00     | 8         |        | AC      |
| 3 | 5/29/2019 | Caldera, Ana | Office Help | 8:30 AM     | 8:30    | 1:00        | 1:30      | 5:00     | 8         |        | AC      |
| 4 | 5/30/2019 | Caldera, Ana | Office Help | 8:30 AM     | 8:30    | 1:00        | 1:30      | 5:00     | 8         |        | AC      |
| 5 | 5/31/2019 | Caldera, Ana | Office Help | 8:30 AM     | 8:30    | 1:00        | 1:30      | 5:00     | 8         |        | AC      |
|   |           |              |             |             |         |             |           |          |           |        |         |
|   |           |              |             |             |         |             |           |          |           |        |         |
|   |           |              |             |             |         |             |           |          |           |        |         |
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|   |           |              |             |             |         |             |           |          |           |        |         |
|   |           |              |             |             |         |             |           |          |           |        |         |

Client Approval Signature

*[Handwritten Signature]*