



MO

Client Approval Signature

Natasha abandoned her role, last seen @ 530. Please, DNR

Important note about breaks and overtime:

Per California labor law an employee must receive a 10 minute break for every 4 hours that they work provided the shift is at least 5 hours; must receive an uninterrupted 30 minute break after 5 hours, except when the workday will be completed in 6 hours or less and there is mutual employer/employee consent to waive the break period. Indicate above if 30 min paid or unpaid with yes/no. Overtime hours will be charged and paid out accordingly.

Client Feedback:

Rating: In the second-to-last column, please rate our employees:

1 - never to return 2 - not impressive 3 - sufficient 4 - impressive 5 - superstar

Comments:

Shanisha accosted Annette on the dining room floor in front of guests. There were several witnesses. Please DNR.

It is to your advantage to provide feedback regarding our employees as your experience with them will help determine who we send you in the future (we'll always try to send you your favorites and avoid returning those who have not impressed!) We are passionate about placing the *"right people in the right jobs for the right reasons."*

Initials: This timesheet is an agreement between you and the temporary employee of the hours that were worked. Please ensure that the EMPLOYEE initials the last column. Thank you!

Client Signature:

Acrobat Outsourcing Payroll Policy:

Please return timesheets by Sunday 10 PM. A 10% surcharge will be assessed for all timesheets received after Monday at 4pm. A corresponding invoice will be mailed to you every Thursday.

By signing this agreement, you agree to not only pay for the listed work above, but also to refrain from soliciting or employing Acrobat Outsourcing employees directly. If you are impressed by one of our employees, please contact us as we have many clients who want to hire our staff permanently and we will help transition our best employees to your team. In the event that you hire our employee without notifying Acrobat Outsourcing, you will be assessed a \$2,500 finder's fee.

Acrobat Outsourcing Corporate Headquarters 303 Hegenberger Road, Suite 300 Oakland, CA 94621

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Anthony Williams

From: Hannah Murray <hmurray@Levyrestaurants.com>
Sent: Monday, September 9, 2019 10:26 AM
To: Anthony Williams
Cc: Robert Ellis (Arrowhead); Shannon Gault
Subject: RE: Acrobat 9.7 Arrowhead time sheet

She arrived at 5pm and left at 1130pm. Thank you for catching this.

From: Anthony Williams [mailto:anthony@acrobatoutsourcing.com]
Sent: Monday, September 09, 2019 10:23 AM
To: Hannah Murray
Cc: Robert Ellis (Arrowhead); Shannon Gault
Subject: RE: Acrobat 9.7 Arrowhead time sheet

Hannah,

I do not see a time for Shanisha. Did you guys send her home?

From: Hannah Murray <hmurray@Levyrestaurants.com>
Sent: Monday, September 9, 2019 10:14 AM
To: Anthony Williams <anthony@acrobatoutsourcing.com>
Cc: Robert Ellis (Arrowhead) <roellis@Levyrestaurants.com>; Shannon Gault <sgault@Levyrestaurants.com>
Subject: Acrobat 9.7 Arrowhead time sheet

Good morning,

Please see attached time sheet from Saturday night. The staff did very well, overall. There are a couple people noted on the sheet that we'd prefer not to return with reasons why.

We have a couple requests:

- Please let staff know, as they sign up for future shifts with us, if they are unable to stay until the scheduled end time of the shift, this must be communicated to us prior to their arrival. We understand some employees take the bus, and are happy to work with them around the bus schedule as long as we are aware of their need to arrive a little late or leave early.
- We've also had some issues with proper uniform. We'd like employees to arrive in black slacks (no leggings) with black button down shirt tucked in (no t-shirts or polos) and black non-slip shoes. Hair must not be dyed any color out of the ordinary, and head wraps/headbands must be solid black.

We truly enjoy working with many members of your team, and appreciate your help with addressing the aforementioned notes with your staff. Please feel free to reach out to us with any questions.

Thank you,

Hannah Murray | Catering Manager
hmurray@levyrestaurants.com

Levy