



**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:**

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**

**[www.acrobatoutsourcing.com](http://www.acrobatoutsourcing.com)**

**San Francisco - San Jose - Sacramento - San Diego - Los Angeles - Orange County - Inland Empire - Austin - Houston - Dallas - San Antonio - New Jersey - Atlanta - Kansas City - Des Moines**