

Thank you for ordering from Acrobat Outsourcing.

Below are the employees we have scheduled for your upcoming job.

Please ensure all employees sign in and out on this sheet.

Your invoice will be based on the hours electronically submitted based on this time slip.

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 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 AND ABSOLUTELY NO LATER THAN MONDAY AT 12:00PST TO AVOID ANY LATE FEES.

FOR ANY STAFFING EMERGENCIES, PLEASE CALL OUR 24 HOUR NUMBER AT (800) 236-2276 ext. 2207

SD

Employee's Name: Kelvin Lee

	Day	Date	Time In	Break Start	Break End	Time Out	Total Hrs	Employee Initials
1	Monday	10 AM				7 p.m		KL
2	Tuesday	10 AM				7 p.m		KL
3	Wednesday	10 A.M				7:20 p.m		KL
4	Thursday	10 AM				7:15 p.m		KL
5	Friday	10 AM				7:30 p.m		KL
6	Saturday							
7	Sunday							

Client Approval Signature: Kelvin Lee