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To: Dallas Country Club - Carolina Suescun  
 carolina@dallascountryclub.org; hsdal@theservicecompanies.com

JobID:

	Date	Employee	Position	Report Time	Time In	Time Out	Total Hrs	Rating	Employee Initial

**Important note about breaks and overtime:**

Per client policy, there is a 30-minute break automatically taken out after 5 hours of working.

Overtime hours will be charged and paid out accordingly.

Client Approval Signature\_\_\_\_\_

Thank you for ordering from The Service Companies. Please ensure all employees sign in and out on this sheet and you sign the bottom confirming the hours. Your invoice will be based on the hours reported 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](http://www.taborca.net/hours) and enter the Job ID that is listed on the previous page.

From there please confirm the hours worked and make any adjustments necessary.

ALL COMPLETED TIME SLIPS SHOULD BE SUBMITTED BY MONDAYS AT 12 PM CST.

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 Service Companies Manager. Additionally, employees must call 1-800-252-5275 and provide the Service Companies code: 981100 to complete a report.

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**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:

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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: \_\_\_\_\_

The Service Companies Payroll Policy:

**Please return timesheets by Mondays at 12 PM CST**, to ensure our employees are paid on time. A corresponding invoice will be emailed to you every Wednesday.

By signing this agreement, you agree to not only pay for the listed work above, but also to refrain from soliciting or employing The Service Companies 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 **\$2,000** finder's fee.

San Francisco - San Jose - Sacramento - San Diego - Los Angeles - Orange County - Inland Empire - Austin - Houston - Dallas - Ft. Worth - San Antonio - New Jersey - Atlanta - Kansas City