



Velvet Pines

January 23, 2015

I, _____ sign below understand that time must be called in daily.

Pay period is from Friday through Thursday.

Thursday's time must be called in prior to Friday AM. Time can be left on the recorder.

Office needs:

Your name

Start time

End time

Job site name or address

What type of work was being done.

Time not turned in prior to Friday AM will result in those funds being paid the following week.

Signed: _____

Date: _____

Thank you,
Velvet Pines Developers, LLC