MIDWEST MERCHANDISING SERVICES

2004 NW South Outer Road
Blue Springs, MO 64015
Phone 888-349-4085
Fax 888-349-4086

PRINT NAME: _____
PRINT ADDRESS: _____
PRINT EMAIL: _____

MONTHLY TIME SHEET

Date	RetailLocation/Store#	Client	Time In	Time Out	Hours

When you complete each service call, record it promptly on your time sheet, ensuring the information is **COMPLETE and ACCURATE**. The pay periods run from the 26th of the month to the 25th of the next month. The timesheet should only include visits from the current pay period, which cuts off on the 25th. You will NOT be paid for hours recorded on your time sheet that we do not have call reports on. Your time sheet is a reconciliation tool. In the event that we need a missing call report from you, we will request it. Failure to provide requested documents will ensure that you will NOT be paid for the visit. We need your timesheet no later than **8:00 am on the 27th of the month** in order for accounting to process your pay by the **25th** of the next month. **PUT YOUR NAME ON THIS TIMESHEET!**
This time sheet **DOES NOT** replace any vendor forms you are to complete and fax to us **as soon as** jobs are completed (i.e. Service Call Reports, Urgent Concerns, etc.).

Total Hours: _____
Hourly Rate: _____
TOTAL PAY: _____