

# ADAM JACOBS ASSOCIATES INC.

Technology Services, Staffing Division

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Fax (888) 543-4393, time sheets only, no cover page needed

## CONSULTANT WEEKLY TIME SHEET

DATE	TIME IN	TIME OUT	TOTAL	NOTES/PROJECT ID
SAT				
SUN				
MON				
TUES				
WED				
THUR				
FRI				

Ask for additional form if manager needs details

Weekly Total:

Circle: Hourly or Daily

- ❖ All time sheets must be faxed on Friday afternoon or over the weekend to (888) 543-4393. Your hours must be recorded in our offices on the Monday morning to make sure you get paid on time. If a copy (or original) time sheet is not in our office on Monday, those hours could be paid in the next biweekly check from the it is received.
- ❖ The mailing address for time sheets is Adam Jacobs Associates, One Penn Plaza, Suite 1929, New York, NY 10119.

### ACCEPTED/CONFIRM

\_\_\_\_\_  
Consultant Signature

\_\_\_\_\_  
Consultant Print Name

\_\_\_\_\_  
Client Company Name

\_\_\_\_\_  
Manager with Signature Authorization

\_\_\_\_\_  
Manager Print Name