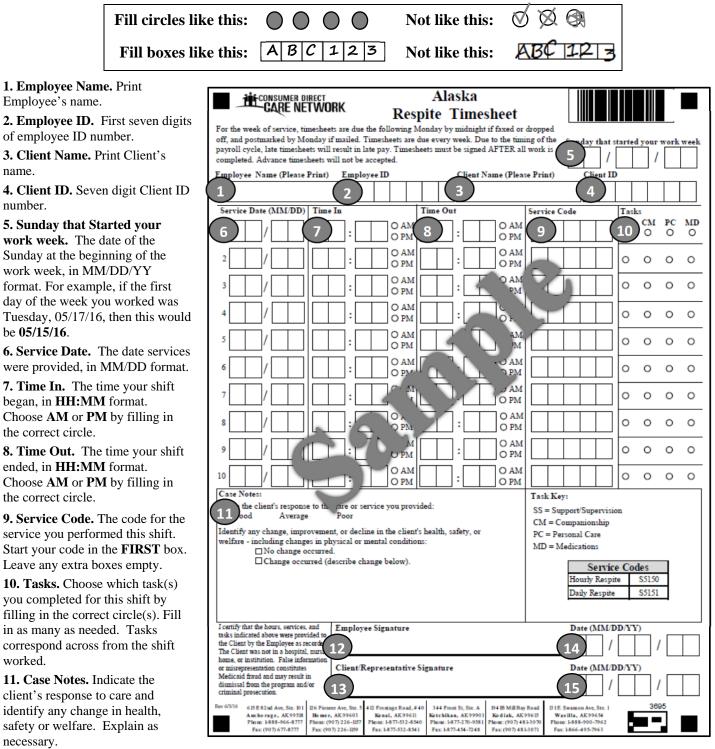


Respite TIME SHEET INSTRUCTIONS

Make sure your timesheet is filled out completely and correctly. All entries must be printed neatly inside the boxes, without touching any border (see examples below). AM/PM bubbles must be filled completely. If letters or numbers are not within the boxes, or are not readable, payment may be delayed. Each shift worked must include Service Date, Time In with AM/PM, Time Out with AM/PM, and Task(s) completed that shift.



14. Employee Signature Date. In MM/DD/YY format. This must be **on or after** the last day worked and filled in by the employee at the time of signing.

15. Client Signature Date. In MM/DD/YY format. This must be **on or after** the last day worked and filled in by the client at the time of signing.

12. Employee Signature.

13. Client Signature.