

# Fast Guard Service SIGN-IN SHEET

Date: \_\_\_\_\_

Location Name: \_\_\_\_\_

Store #: \_\_\_\_\_

Location Phone: \_\_\_\_\_

Store Stamp:

Mall Name: \_\_\_\_\_

Mall Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Date	Print Guard First & Last Name	Check-In Time	Closing Manager's Signature	Check-Out Time	Opening Manager's Signature	Total Hours <i>(Official Use ONLY)</i>
		AM / PM		AM / PM		
		AM / PM		AM / PM		
		AM / PM		AM / PM		
		AM / PM		AM / PM		
		AM / PM		AM / PM		
		AM / PM		AM / PM		
		AM / PM		AM / PM		
		AM / PM		AM / PM		

Total Billable Hours: \_\_\_\_\_

*(Official Use Only)*

**INSTRUCTIONS:**

1. Upon checking in and checking out , text 305-748-8076 (include your name, site name and check (in or out)
2. Timesheets must be **signed & stamped** by the store manager at start and end of shift. Signed timesheets will be required for payment. Failure to comply will result in partial or non-payment.
3. Email timesheet to [TS@uniquepi.com](mailto:TS@uniquepi.com) or fax to 305-602-8483 upon completion of security detail
4. For questions regarding timesheets, please contact 305-981-0801