



GeekyourPC

FILLING OUT A TIMESHEET

# Gilmer Computer Tech

Week ending: \_\_\_\_\_

**Weeks are from Sunday - Saturday.  
A typical Timesheet will start on Monday**

## Weekly Time Sheet

Date	WO #	Miles	Time In	Time Out	Total Time	Total	
						Monday	
						Hours	
						Miles	
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						Hours	
						Miles	
						Total Hours	

Contractor signature \_\_\_\_\_

Date \_\_\_\_\_



# Gilmer Computer Tech

# Weekly Time Sheet

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						Miles	
			Total Hours				

The WO # goes here. If you get a WO that has no number - You will use the same Label (name) of the assignment you will see on your calendar.

Contractor signature \_\_\_\_\_

Date \_\_\_\_\_

# FINDING A WO # on client WOs



**Work Order ID : 11582703**  
 Please have on site contact sign this copy and keep this for your record.

## General Information

Service Title  
 Starbucks Service Call - C1041677 - Tyler, TX

Service Schedule  
 On Thursday June 2nd 2022  
 Within the time 2:00 pm to 4:00 pm CDT

Manager of Work Order  
 Adrian Merizalde

+13219535248

Assigned Provider  
 Brian Hill (user id: 438582)

Service Location (type: Commercial)  
 Starbucks Drive-Thru/ Café Combination -Tyler, TX  
 5868 Old Jacksonville  
 Tyler, TX, 75703

On Site Contact

Check-in / Check-out  
 Starbucks Department of USSIGlobal  
 321-953-5248  
 202dmg@ussiglobal.com

Notes: You are required to log on site when arriving, (any troubleshooting) and off site before departing the location. You must still be on site when communicating with us about the



**Work Order # 649365**

950 N Route 83 Ste F Wood Dale, IL 60191  
 www.cptnetworks.com

### Site Information:

**Customer:** Big Lots (1862)  
**Site:** Big Lots  
**Address:** 109 E. End Blvd.  
 Marshall, TX - 75670  
**Phone:** (903) 938-0917

### Vendor Information:

Gilmer Computer Tech  
 201 East Marshall Street  
 Gilmer, TX - 75644  
**Phone:** (903) 680-5086 x

### Arrival Information:

# Of Techs: 2

Travel: No

Schedule Date: 06/13/2022

AT 08:00 PM [CST]

Check In/Out #: 630-735-7024

Text Not Enabled

1. Tech must check in with CPT Networks upon arrival and before departure. See Arrival Information above for contact number.



**Install 0613228151**

OnSite Access Code: 84198779

Opened Dispatched Due Date Alt ID WOID

06/13/22 06/13/22 06/23/22 kilgore install w0613228151

### Customer

Big State warehouse  
 David Carlson (Contact)  
 9039810001 (Contact Tel)  
 3402 Industrial

Kilgore, TX  
 75663

### Vendor

GKD  
 201 E Marshall St  
 Gilmer, TX  
 75644

### Work Requested by Perry Bain:

Actual Request: Auto Login upon arrival 205 263-2500 OPT 1.  
 Use the Call In number in the SCOPE NOTES below to reach out to tech support.  
 Photos, documents & your Signed Work Order are REQUIRED to be uploaded to onsite.ccscompanies.com prior to ticket closure.  
 Call CCS once the job is finished to complete the close out process. 205 263-2500 OPT 3.

SCOPE NOTES: Call-in Number: 8067712808  
 Install VOIP phones using Vexus provided equipment. Equipment provisioned and shipped to Kilgore  
 Static IP: 172.108.17.185

Due Date: Thursday, Jun 23, 2022 @ 09:30 AM LOCAL

**CrossCom National (800) 820-9229**  
**Workorder #: S10789759**

**VFT #:61581 [0] Gilmer Computer Tech**  
**Wal\*Mart Stores Inc. [WM8284]**



By accepting this work order and performing the mentioned above services you are accepting the terms and conditions set forth in the Master Contractors Agreement.

### CUSTOMER INFORMATION:

**Customer:** Wal\*Mart Stores Inc.  
**Site:** Sam's Club #8284  
**Address:** 2025 S SOUTHWEST LOOP 323  
 TYLER, TX 75701  
**Corner Address:** Sam's Club  
**Phone:** 903-597-2296

**Tech to be on site before:** 06/23/2022 08:00 PM CDT  
 (See Trip Info section below)

**Requested By:** Jim Travis9050.US  
**Problem Code:** 5800 WM - Access Point Issue

### CROSSCOM NATIONAL INFORMATION:

**Contact:**  
**Team:** Blue

**Log in and out via IVR:** (800) 820-9229  
**Fax D&A to:** (800) 933-5538  
**Questions? Call:** (800) 820-9229

# Examples of Calendar Label instead of WO#

Calendar Today < > June 28, 2022

Erin Wade

GMT-05

8 AM

GCT - CMiller Drilling, 8am

9 AM

GCT - Kathy Langford (Home)  
9am, 1109 Burro Rd, Gilmer, TX 75644, USA 903-841-1102

10 AM

11 AM

BOSSIER 11693094  
11am, 1979 Airline Drive Bossier City, LA 71112

12 PM

UPSHUR ROCK BUILDING CAMERAS, 12pm

1 PM

SHREVEPORT CC S10794128, 1pm, 6235 W PORT AVE SHREVEPORT, LA 71129

2 PM

SHREVEPORT TL 654610  
2pm, 6855 Monique Rene Ave Shreveport, LA 71119

3 PM

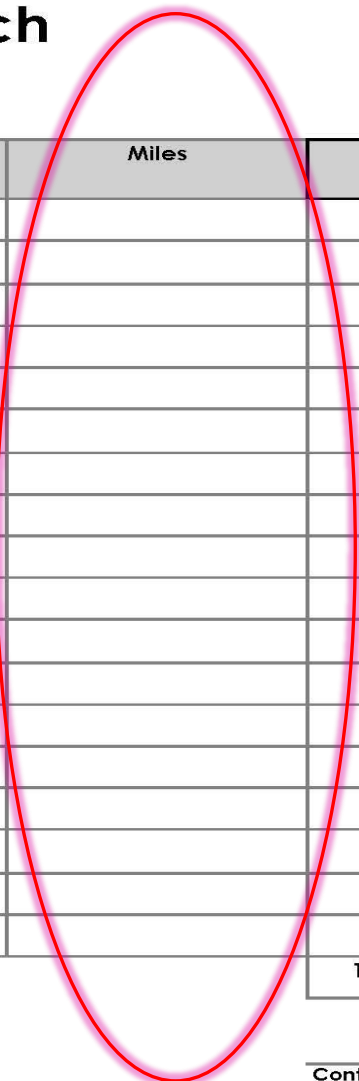
# Gilmer Computer Tech

# Weekly Time Sheet

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**Miles driven to the WO**



Contractor signature \_\_\_\_\_

Date \_\_\_\_\_

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**This would be the time you check in to the WO.**

**We use .15 hourly increments. (Example 1PM, 1:15PM, 1:30PM, 1:45PM)**

**This MUST match the WO check in time.**

Contractor signature \_\_\_\_\_

Date \_\_\_\_\_



# Gilmer Computer Tech

# Weekly Time Sheet

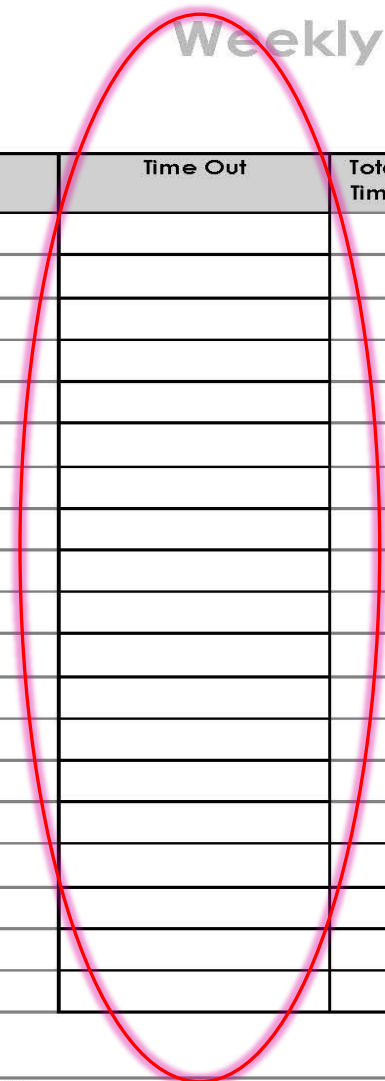
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**This would be the time you check out to the WO.**

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Contractor signature \_\_\_\_\_ Date \_\_\_\_\_



# Gilmer Computer Tech

# Weekly Time Sheet

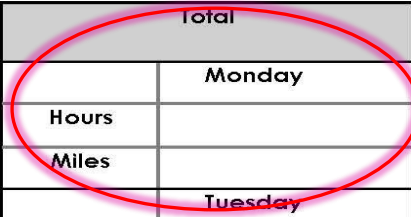
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**This would be the total time you worked on all your assignments for that day along with the total miles for that day MINUS the allowance you are allowing GCT.**

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**This MUST match the WO total time.**



Contractor signature \_\_\_\_\_

Date \_\_\_\_\_

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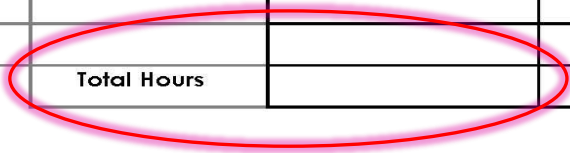
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**This would be the total time you worked on all your assignments for that week.**

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\_\_\_\_\_  
Contractor signature

\_\_\_\_\_  
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**Please sign and date your Timesheet before you turn it in.**

\_\_\_\_\_  
 Contractor signature Date