



431 East Colfax * Suite 200 * South Bend, IN 46617
 Phone: 574-232-5400 * Fax: 574-245-5809
 www.peoplelinkstaffing.com
 Federal ID [REDACTED]

State Of WI
 DO NOT MAIL
 Madison, WI 53703

INVOICE

| |
|-----------------------|
| Invoice Amount |
| 2664.80 |

| | |
|----------------------|---------------------|
| Payment Terms | Invoice Date |
| Net 60 Days | 04/19/2020 |
| Invoice No. | Customer No. |
| 1292657 | 114467 |
| Account No. | |
| 272-114467 | |
| Employee: [REDACTED] | |

Make Check Payable to PeopleLink LLC

Terms: Net 60 Days invoice represents wages and taxes already paid. All Invoices over 10 days will be subject to service charges of 1-1/2% per month (18% per annum). In addition to interest, the customer is responsible for all expenses including attorney fees incurred in collecting the amount due

| | | | |
|----------------------|-------------------|---------------------|----------------------|
| Customer Name | Department | Customer No. | Payment Terms |
| State Of WI | ETF-Non IT | 114467 | Net 60 Days |

| Description | Type | Units | Rate | Amount |
|--|------|-------|---------|------------|
| WeekWorked: 04/11/2020 [REDACTED] PO Number: 51500-0000000712 | Reg | 40.00 | \$33.31 | \$1,332.40 |
| Total This WeekWorked: | | | | \$1,332.40 |
| WeekWorked: 04/18/2020 [REDACTED] PO Number: 51500-0000000712 | Reg | 40.00 | \$33.31 | \$1,332.40 |
| Total This WeekWorked: | | | | \$1,332.40 |

| | | |
|--|------------------------------|------------------|
| Reg: 80 OT: 0 DT: 0 TS Salary: 0 HNB: 0 | Total - This Invoice: | \$2664.80 |
|--|------------------------------|------------------|

PLEASE DETACH AND RETURN WITH YOUR PAYMENT

| | | | | |
|-----------------------|-----------------------|---------------------|-------------------|---------------------------------|
| Invoice Number | Account Number | Account Name | Amount Due | Please enter Amount Paid |
| 1292657 | 114467 | State Of WI | \$2664.80 | _____ |

MAIL PAYMENTS TO:
PeopleLink LLC
 DEPT CH 16410
 PALATINE, IL 60055-6410

Please Make Checks Payable To:
PeopleLink LLC

Due to the COVID-19 Pandemic and the state of Indiana's current "Stay-at-home" order, our back office support team is working remotely; this includes our Accounts Receivable team.

We are currently set up to continue to service and support you, as you have come to expect. However, there ARE CHANGES to how we receive your payments.

Our mail service has been suspended and any payments sent to the 431 East Colfax office in South Bend, Indiana will be delayed.

At this time, all check payments should be redirected to our lockbox in Palatine, Illinois.

Here is the lockbox address:
Dept CH 16410
Palatine, IL 60055-6410

Acceptable forms of payment of this invoice include: (1) Check, (2) ACH, or (3) Wire. To avoid your payment being compromised, please confirm any change requests to the acceptable forms of payment with our Accounts Receivable Department at 574-401-6267. You are responsible to confirm change requests in payment method and remain liable for invoice balance for not confirming payment changes with the Accounts Receivable Department.

As always, we appreciate your business and hope you and your teams remain safe and healthy during this time. We are here to support you and look forward to our continued partnership.



Weekly Time Entry Report

| | | | |
|-----------------|--|---------------------------------------|-----------|
| Employee | | Period Ending (Saturday date): | 4/11/2020 |
|-----------------|--|---------------------------------------|-----------|

Do not enter anything in the grey cells, Saturday date at the top only

| | | | BILLABLE HOURS | | | | | | | |
|------------------------------|--------------|-----------------|----------------|---------|---------|---------|---------|----------|--------------|-------|
| CLIENT | PROJECT | TASK | Sun 4/5 | Mon 4/6 | Tue 4/7 | Wed 4/8 | Thu 4/9 | Fri 4/10 | Sat 4/11 | Total |
| ETF | | Board Liaison/ | | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | | 40.00 |
| | | Exec Staff Asst | | | | | | | | 0.00 |
| | | | | | | | | | | 0.00 |
| | | | | | | | | | | 0.00 |
| | | | | | | | | | | 0.00 |
| | | | | | | | | | | 0.00 |
| | | | | | | | | | | 0.00 |
| | | | | | | | | | | 0.00 |
| | | | | | | | | | | 0.00 |
| | | | | | | | | | | 0.00 |
| | Daily Totals | | 0.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | |
| TOTAL BILLABLE HOURS: | | | | | | | | | 40.00 | |

| NON-BILLABLE HOURS | | | | | | | | |
|--|---------|---------|---------|---------|---------|----------|----------|--------------|
| Description | Sun 4/5 | Mon 4/6 | Tue 4/7 | Wed 4/8 | Thu 4/9 | Fri 4/10 | Sat 4/11 | Total |
| Holiday/Vacation Client office closed use vacation | | | | | | | | 0.00 |
| Sick | | | | | | | | 0.00 |
| Technical Interviews | | | | | | | | 0.00 |
| Other - Bench Time | | | | | | | | 0.00 |
| | | | | | | | | 0.00 |
| | | | | | | | | 0.00 |
| TOTAL NON-BILLABLE HOURS: | | | | | | | | 0.00 |
| WEEKLY TOTAL HOURS: | | | | | | | | 40.00 |

TeamSoft, Inc.
 1350 Deming Way, Suite 250
 Middleton, WI 53562
 Ph: (608) 827-7772 Fax: (608) 827-7773

| Signatures | Date |
|--|-----------|
| Employee Signature: [REDACTED] | 4/10/2020 |
| Client Approval: | |
| TeamSoft Approval: | |

| | | | |
|-----------------|------------|---------------------------------------|-----------|
| Employee | [REDACTED] | Period Ending (Saturday date): | 4/18/2020 |
|-----------------|------------|---------------------------------------|-----------|

Do not enter anything in the grey cells, Saturday date at the top only

| | | | BILLABLE HOURS | | | | | | | | |
|--------|--------------|-----------------|----------------|----------|----------|----------|----------|----------|----------|------------------------------|--------------|
| CLIENT | PROJECT | TASK | Sun 4/12 | Mon 4/13 | Tue 4/14 | Wed 4/15 | Thu 4/16 | Fri 4/17 | Sat 4/18 | Total | |
| ETF | | Board Liaison/ | | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | | 40.00 | |
| | | Exec Staff Asst | | | | | | | | 0.00 | |
| | | | | | | | | | | 0.00 | |
| | | | | | | | | | | 0.00 | |
| | | | | | | | | | | 0.00 | |
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| | | | | | | | | | | 0.00 | |
| | | | | | | | | | | 0.00 | |
| | | | | | | | | | | 0.00 | |
| | Daily Totals | | 0.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 | | |
| | | | | | | | | | | TOTAL BILLABLE HOURS: | 40.00 |

| | | | NON-BILLABLE HOURS | | | | | | | |
|--|----------|----------|--------------------|----------|----------|----------|----------|-------|----------------------------------|--------------|
| Description | Sun 4/12 | Mon 4/13 | Tue 4/14 | Wed 4/15 | Thu 4/16 | Fri 4/17 | Sat 4/18 | Total | | |
| Holiday/Vacation Client office closed use vacation | | | | | | | | 0.00 | | |
| Sick | | | | | | | | 0.00 | | |
| Technical Interviews | | | | | | | | 0.00 | | |
| Other - Bench Time | | | | | | | | 0.00 | | |
| | | | | | | | | 0.00 | | |
| | | | | | | | | 0.00 | | |
| | | | | | | | | | TOTAL NON-BILLABLE HOURS: | 0.00 |
| | | | | | | | | | WEEKLY TOTAL HOURS: | 40.00 |

TeamSoft, Inc.
 1350 Deming Way, Suite 250
 Middleton, WI 53562
 Ph: (608) 827-7772 Fax: (608) 827-7773

| Signatures | | Date |
|---------------------|------------|-----------|
| Employee Signature: | [REDACTED] | 4/17/2020 |
| Client Approval: | | |
| TeamSoft Approval: | | |