



June 13, 2024

Dear Contractors and Clients,

We appreciate your commitment to providing excellent dental services. To streamline our processes and ensure accurate record-keeping, we are implementing a new requirement for temporary placements.

Effective July 1, 2024:

1. **Timesheets:** After each job, temporary staff must submit a timesheet detailing their hours worked. These timesheets will need to be signed by the office manager or attending doctor.
2. **Purpose:** This change allows us to better serve you by maintaining accurate records and ensuring timely payments.

Thank you for your cooperation and understanding on this matter. If you have any questions, feel free to reach out to our team.

Best regards,
Julie Shilling,

A dark blue rectangular box containing the handwritten signature "Julie Shilling" in white cursive script.

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