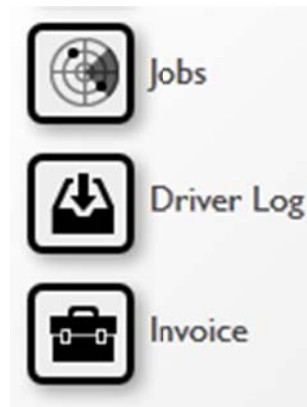


# 3 easy steps for new website



## Add Job

Job ID: 1456

Print Sub Log Print Confirmation Print Driver Log

Job: SFUSD Sonya Mission 1456 Num Pax: 24

Job Date: 2011-11-29 Description:

Business: SFUSD (Sonya) Special Instructions: Girls Basketball

Status: New Hours: 5

Business Location: Girls Basketball Quote ID:

Contact: Quote Amount: \$ 460

Phone: Confirmed: No

PU Location: 3750-18th St San Fco (Mission) Trip Completed: No

Drop Location: 4351 Broadway St Oakland (Oakl) Job Cancelled: No

Final Drop: Mission HS Employee: Hugo

PU Time: 15:00:00

Drop Off Time: 20:00:00

Private Notes:

## Print Driver Log for Trip

City	Arrive Time	Start Time	Start Miles	End Time	End Miles	Passengers

Customer Name	Customer Signature	Driver Signature	Driver

Driver MUST complete and submit before the end of each work day.

Yard Departure Time	Starting Mileage	Yard Return Time	Ending Mileage	Total Hours Worked

## Add Driver Log after trip

+ New

Relate

Save

Search

Actions

Trip ID: 2248

Trip	SFUSD Sonya Mission Hugo	Job Start Time	15:00
Description		Job End Date	
Job ID Number	1456	Job End Time	20:00
Actual Pax		Yard End Time	
Job Start Date	2011-11-29	Yard End Mileage	
Yard Start Time	14:15	Total Hours Worked	5.0000
Yard Start Mileage		Overtime	No
Job Arrival Time	15:00	Employee	Hugo
		Buses	--

Notes

--- Updated by juana on 11/27/2011 at 12:53:48 PM---

## Add Invoice

Invoice

+ New

Relate

Save

Search

Actions

Invoice ID: 2251

Print Invoice

For:	Mission HS 2251	Billable Hours	5
Job ID	SFUSD Sonya Mission 1456	Paid Amt	
Description		Balance	
Invoice Date	2011-11-29	Check Num	
Invoice Amt	460.00	Check Date	
Gas		Private Notes	
Misc			

--- Updated by juana on 11/27/2011 at 12:55:21 PM---

## Print Invoice

### **D HARRIS TOURS Inc.**

415-902-8542  
800-853-4006 FAX  
PO Box 5961  
Vallejo CA 94591

### **Invoice: 2251**

Date: 2011-11-29  
TCP 017270-B  
CA 273437

### **SFUSD (Sonya)**

1000 Selby Street  
San Francisco, CA. 94124  
415-695-5600, fax: 415-695-5759

Job Date: 2011-11-29

For: Mission HS 2251

Girls Basketball

From Job: SFUSD Sonya Mission 1456

Pickup Time: 15:00

Requested: 15:00:00

Dropoff Time: 20:00

20:00:00

P/U Location: 3750-18th St San Fco (Mission)

D/O Location: 4351 Broadway St Oakland (Oakland Technical HS)

Final Drop: Mission HS

Passengers: 24