Business Name: Doe Incorporated					
Main Contact:				Phone	
Employee Name	Position/Title	Start Date	Full Time	Part Time	Phone Number
Jane Doe	Sales Director	8/20/2016	X		772-xxx-xxxx
John Smith	Administrative Assistant	1/23/2018		X	772-xxx-xxxx
Matt Brown	Office Manager	11/16/2016	X		772-xxx-xxxx
Mary Mitchell	Administrative Assistant	3/4/2017		X	772-xxx-xxxx