



Suite 620 1600 Carling Ave,  
 Ottawa, ON. K1Z 1G3  
 Tel.: (613) 236-6114 – Fax: (613) 236-5552

NAME \_\_\_\_\_

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SIN

CLIENT DEPARTMENT NAME \_\_\_\_\_

WEEK ENDING \_\_\_\_\_

	IN	OUT	LUNCH	TOTAL
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
SATURDAY				
SUNDAY				

Total Hours \_\_\_\_\_

Overtime \_\_\_\_\_

Authorized Signature/Telephone # \_\_\_\_\_