



OTTERBASE, INC.  
 555 3 Mile Rd. NW  
 Grand Rapids, MI 49544  
 616-451-2775 • Fax: 616-451-2885

Client Name:

Consultant Name:

Week Ending: (Saturday Date)

	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
<i>Straight Time Hours</i>							
<i>Overtime Hours</i>							
<i>Paid Time Off Hours</i>							
<b>PTO Hours:</b>	<b>Overtime Hours:</b>		<b>Straight Time Hours:</b>			<b>Total Hours:</b>	

Consultant Signature:

Client Approval: