



OTTERBASE TECHNICAL SERVICES

555 3 Mile Rd NW
 Grand Rapids, MI
 49544
 Fax: 616.825.6138

Consultant Name:				Client Name:			
Week Ending:				(Saturday Date)			
	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
<i>Straight Time</i>							
<i>Overtime</i>							
<i>Paid Time Off</i>							
<i>Describe Services</i>							
PTO Hours:	Overtime Hours:		Straight Time Hours:			Total Hours:	
File # :	Consultant Signature:			Client Approval:			