

FAX TO 616.791.0742
DUE BY 12:00 PM EVERY MONDAY



IMPERIAL DESIGN®

1958 WILSON AVE. SW ● GRAND RAPIDS, MI 49534
MAIN 616.791.9225 ● FAX 616.791.0742

ASSIGNED COMPANY

ENTER ACTUAL HOURS WORKED (NOT HOLIDAY HOURS)
and appropriate letter for days not worked

V=Vacation S=Sick H=Holiday L=Layoff

REGULAR						
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
OVERTIME						
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
TOTAL REGULAR			TOTAL OVERTIME		DOUBLE TIME	

EMPLOYEE NAME (PLEASE PRINT)

EMPLOYEE SIGNATURE

EMPLOYEE NUMBER

WEEK ENDING DATE

**BEING DULY AUTHORIZED ON BEHALF OF THE ABOVE CLIENT,
THE UNDERSIGNED HEREBY CERTIFIES THAT THE ABOVE
HOURS ARE CORRECT.**

APPROVED BY (REQUIRED)