



OPTIONS PERSONNEL, 80 BLOOR ST W, STE 700, TORONTO ON M5S 2V1  
 PHONE: 416-926-8820 1-866-534-0107 FAX: 416-926-1977  
 E-MAIL: options@optionspersonnel.com

## Time Sheet

<b>Week Ending</b>	Saturday,		
<b>Candidate Name</b>			
<b>SIN</b>			
<b>Address</b>			
<b>Phone</b>		<b>Fax</b>	
<b>Options Consultant</b>			
<b>Client</b>			
<b>Address</b>			
<b>Department</b>			

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Time In</b>							
<b>Lunch Out</b>							
<b>Lunch In</b>							
<b>Time Out</b>							
<b>Total</b>							
<b>Total Hours</b>							
<b>Total Hrs for Week</b>							
<b>Authorizers Name and Phone Number:</b>							

<b>Authorizers Signature:</b>	
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Please check one of the following or cheque will be mailed:

<input type="checkbox"/> <b>Direct Deposit</b>	<input type="checkbox"/> <b>Pickup</b>	<input type="checkbox"/> <b>Mail</b>
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<b>Please mail to:</b>	
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**NOTE:** In order to receive your pay cheque on time, your timesheet must be submitted to our office by Friday of the week you worked. If submitted after Friday, your pay will go onto the next pay week. Please call reception at 416-926-8820 to verify that your timesheet has been received.

**Are you moving? Please be sure to update address above!**