



OPTIONS CONSULTING SOLUTIONS - 7 ST. THOMAS STREET, TORONTO ON M5S 2B7  
 PHONE: 416-926-8820 1-866-534-0107 FAX: 416-926-1977  
 E-MAIL: [options@optionscs.com](mailto:options@optionscs.com)

<b>Week Ending DATE</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>	
-------------------------------	--

Please check one of the following or cheque will be mailed:

<input type="checkbox"/> Direct Deposit	<input type="checkbox"/> Pickup	<input type="checkbox"/> Mail
<b>Please mail to:</b>		

**NOTE:** In order to receive your pay cheque on time, **your signed 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. **Please be sure to fill in all fields on your timesheet.** Failure to do so may result in payment delays.

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