



## Human Resource Forms

### Time Cards & Attendance Records

Item No.	Description	Product Dimension	Minimum Order Quantity	Unit of Measure	List \$
<b>Time Card</b>					
9652-200	Time Card	3 4/10 x 9	8	EA	8.37
9656-200	Time Card	3 4/10 x 9	8	EA	8.37
9657-200	Time Card	3 4/10 x 9	8	EA	8.37
9675-200	Time Card	3 4/10 x 9	8	EA	8.37
9791-200	Time Card	3 4/10 x 9	8	EA	8.37
9659-200	Time Card	3 4/10 x 9	8	EA	8.37
9659-400	Time Card	3 4/10 x 9	4	EA	16.74
9660-200	Time Card	3 4/10 x 8 1/4	8	EA	8.37
9660-400	Time Card	3 4/10 x 8 1/4	4	EA	16.74
<b>Weekly Time Sheets</b>					
9507	Weekly Time Sheets	8 1/2 x 5 1/2	8	PK	4.83
<b>Weekly Time Card</b>					
9616	Weekly Time Card	4 1/4 x 7	30	PK	4.83
<b>Daily Attendance Record-3 Hole Punched</b>					
9493	Daily Attendance Record	11 x 8 1/2	30	PK	8.27
<b>Daily Attendance Record Cards</b>					
9487	Daily Attendance Record	8 x 5	30	PK	7.28

### Personnel Forms

Item No.	Description	Product Dimension	Minimum Order Quantity	Unit of Measure	List \$
<b>Application For Employment-3 Hole Punched</b>					
9661	Application For Employment	8 1/2 x 11	18	PK	6.80
<b>Application For Employment</b>					
9288	Application For Employment	8 1/2 x 11	25	PK	5.46
<b>Employee's Personnel File Folder</b>					
9287	Employee Personnel File	11 3/4 x 9 1/2	10	PK	8.16
<b>Weekly Expense Report Unit Set</b>					
9032	Weekly Expense Report	11 7/16 x 8 1/2	12	PK	7.99
<b>Health Insurance Claim Form</b>					
1500C	HICFA	9 1/2 x 11	4	PK	14.40

### Payroll Record Book

Item No.	Description	Product Dimension	Minimum Order Quantity	Unit of Measure	List \$
D4740	Payroll Record Book	4 3/16 x 7 3/16	12	EA	2.93
D4743	Payroll Record Book	4 3/16 x 7 3/16	25	EA	2.35

## Weekly Payroll Record

<b>Item No.</b>	<b>Description</b>	<b>Product Dimension</b>	<b>Minimum Order Quantity</b>	<b>Unit of Measure</b>	<b>List \$</b>
AFR 50	Weekly Payroll Record	11 x 8 1/2	12	EA	12.48

## Employee Payroll Record

<b>Item No.</b>	<b>Description</b>	<b>Product Dimension</b>	<b>Minimum Order Quantity</b>	<b>Unit of Measure</b>	<b>List \$</b>
AFR 51	Employee Payroll Record	8 1/2 x 11	12	EA	12.48