Quickmart

Missed time-punch Reporting Form *(Rev 3.0)*

I forgot/missed to clock IN / OUT. Hereunder are the particulars:

My name:	
Store name:	
Date (missed punch on):	
Time (missed punch at):	
Reason for missing this punch:	

_____   _____
Signature & Date signed (employee)   Signature & Date Store Manager

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Quickmart Group

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