



Latham Time  
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## Custom Export Order Form

### Important Notice

Your Custom Export will be created following the specifications and sample provided with this document. **We will not quote or create a custom export without specifications and a sample.** Failure to include specifications and a sample will result in this order being returned. We will review your request and provide a quote based on the development time necessary to complete the Custom Export. Expected delivery is usually within 4 weeks after payment is received. Once your payment has been received and development has started, any changes to your request may incur an additional charge and delay delivery.

### Customer Information *(We may contact you for additional information)*

Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Contact Email: \_\_\_\_\_  
Contact Phone: \_\_\_\_\_

### Dealer Information *(Skip this section if you are not using a dealer)*

Company Name: \_\_\_\_\_  
Account Number: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Contact Email: \_\_\_\_\_  
Contact Phone: \_\_\_\_\_

### PayClock Online Information

Company Id: \_\_\_\_\_

## Payroll Software *(Skip this section if you aren't using this export with your payroll software)*

Product Name and Version: \_\_\_\_\_

Manufacturer: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

### Export Details

Export Name: \* \_\_\_\_\_

File Name: \* \_\_\_\_\_

File Extension: \* \_\_\_\_\_

Do you want the export to continue even if one or more employees have missing punches? \*

Yes  No

Do you use any Non-Work Pay Codes? \*

Yes  No

Do you use any Amount Pay Codes? \*

Yes  No

### Specification

Provide a detailed interface specification describing the output format, field data, field limitations, field formats, etc that defines the structure of the Custom Export. This can typically be found in the manual for your payroll software as an *Interface* or *Import File Specification* if not, you should contact your payroll representative to obtain the specifications. In addition, please provide a sample output file that reflects the provided specifications. **Failure to supply these items will result in the order being returned.**

I have read and understand the above statements:

Signature (Initial Quote Request): \_\_\_\_\_ Date: \_\_\_\_\_

Signature (Final Quote Request): \_\_\_\_\_ Date: \_\_\_\_\_