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# Custom Report Order Form

## Important Notice

Your Custom Report will be created following the specifications and sample provided with this document. **We will not quote or create a custom report 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 Report. 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: \_\_\_\_\_

## Description

Custom Report Name:\* \_\_\_\_\_

Please describe the desired appearance and behavior for the Custom Report. Try to be as specific as possible:

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## Options

Do you wish to allow employees to view this report? \*

Yes  No

## Example

Provide a detailed example that illustrates the appearance of the Custom Report along with the data that should be used to populate any areas of the custom report. This can be a picture, excel spreadsheet, or other document which will help us to visualize how the final report should look. We will try our best to replicate your design as close as possible; however, there may be some variation. **An example is required for us to provide an accurate quote. Any requests received without an example will be returned so that an example can be created which may delay delivery.**

I have read and understand the above statement:

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

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