

McLaren Print System Order

Order No: 6111
Order Date: 2014-09-29
User: Rebecca Colburn
Phone: 810 496-2507

Ship Location: Fenton Admin / Rebecca
2420 Owen Rd.
Fenton , MI 48430

Forms

Quantity: 500
Paragon Dept No: 64000
Dept Name: 64000
Company Number: 810

Order Total Price: 48.88

Form Number: MHCC-612
Form Description: Request for Scheduled Absence
Revision Date: 7/2014
Print: 1 sided black and white
Paper: 3 Part (White, Yellow, Pink)
Size: 8.5 x 11
Fold: None
Finish:
Drill:

McLaren Blue Paper
 McLaren Green Paper
 McLaren Yellow Paper
 McLaren White Paper
 McLaren Pink Paper
 McLaren Cyan Paper
 McLaren Magenta Paper
 McLaren Black Paper
 McLaren Other Paper

McLaren Blue Paper
 McLaren Green Paper
 McLaren Yellow Paper
 McLaren White Paper
 McLaren Pink Paper
 McLaren Cyan Paper
 McLaren Magenta Paper
 McLaren Black Paper
 McLaren Other Paper

McLaren Blue Paper
 McLaren Green Paper
 McLaren Yellow Paper
 McLaren White Paper
 McLaren Pink Paper
 McLaren Cyan Paper
 McLaren Magenta Paper
 McLaren Black Paper
 McLaren Other Paper

Request for Scheduled Absence

Today's Date: _____
To: _____
From: _____
I would like to request the following time off:
 PTO (for the amount shown, one of requests must be indicated if requested days)
 Other (for Sick, Bereavement, etc)
Details: _____
Comments: _____
PTO Hours Available: _____
Approved: _____ Not Approved: _____
I have read this request for time off and hold it correct.
Date: _____ Employee Signature: _____
Date: _____ Supervisor Signature: _____

McLaren Blue Paper
 McLaren Green Paper
 McLaren Yellow Paper
 McLaren White Paper
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