



BOTANICALS

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Banked Day Request Form

N.B. “Banked Days”: Banked Days must be taken reasonably soon after the days in which they were incurred (preferably on Fridays or Mondays after), that is, if a Sales Representative must attend a weekend tradeshow on behalf of the Company or has scheduled a Product Demo session, he/she **must take** the banked days off within the next 7 days.

Sales Rep. Name: _____

Date: _____

Banked Days Requested: _____

Event Date incurred: _____

Reps. Signature: _____

Manager’s Signature: _____