

WEEKLY TIME SHEET FOR _____
(EMPLOYEE PLEASE PRINT)

(YOU MUST DATE) FOR THE WEEK STARTING _____ ENDING _____

DAY HOURS WORKED JOB SITE / BRIEF DESCRIPTION (PLEASE SEPARATE HOURS PER JOB)
(Lunchtime *must* be deducted if you take lunch)

Friday	From _____	
	To _____	
	Total _____	
Saturday	From _____	
	To _____	
	Total _____	
Sunday	From _____	
	To _____	
	Total _____	
Monday	From _____	
	To _____	
	Total _____	
Tuesday	From _____	
	To _____	
	Total _____	
Wednesday	From _____	
	To _____	
	Total _____	
Thursday	From _____	
	To _____	
	Total _____	

WEEK TOTAL- _____

SIGNED BY EMPLOYEE- _____

PLEASE RETURN TO THE OFFICE ON FRIDAY.

THANK YOU!