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# TIME SHEET

**PLEASE EMAILTIMESHEET BY 10AM MONDAY**

<b>NAME</b>	_____		
<b>CUSTOMER</b>	_____	<b>SITE</b>	_____
<b>DEPARTMENT</b>	_____	<b>SUPERVISOR</b>	_____

Day	Date	Start Time	Finish Time	Breaks	Total Hrs	Travel Kms	Travel Hrs
MONDAY							
TUESDAY							
WEDNESDAY							
THURSDAY							
FRIDAY							
SATURDAY							
SUNDAY							
<b>Weekly Totals</b>							

DESCRIPTION OF WORK

I certify that the above particulars are correct			
<b>Supervisor Name</b>	_____		
<b>Supervisor Signature</b>	_____	<b>Date:</b>	_____