

**REEDS CLEANING SERVICE
DAILY TIME LOG**

EMPLOYEE NAME _____

TURN IN TIME SHEET DAILY

DAY _____ **DATE** _____

VEHICLE ID# _____ **MILEAGE BEGINNING:** _____ **ENDING** _____

Please remember to write down your beginning and ending mileage. Thank you!

LOCATION	TIME IN	TIME OUT	COMMENTS
OFFICE/START			
DIRECT TRAVEL TIME			
DIRECT TRAVEL TIME			
DIRECT TRAVEL TIME			
DIRECT TRAVEL TIME			
DIRECT TRAVEL TIME			
DIRECT TRAVEL TIME			
DIRECT TRAVEL TIME			
DIRECT TRAVEL TIME			
DIRECT TRAVEL TIME			
DIRECT TRAVEL TIME			
DIRECT TRAVEL TIME			
DIRECT TRAVEL TIME			
DIRECT TRAVEL TIME			
DIRECT TRAVEL TIME			
DIRECT TRAVEL TIME			<p>NOTE: ALL FULL-TIME EMPLOYEES ARE ALLOWED TWO (2) BREAKS (10 MINUTES EACH BREAK)</p> <p>LIST YOUR BREAK TIMES BELOW, IF TAKEN:</p> <p>BREAK #1: _____ -- _____</p> <p>BREAK #2: _____ -- _____</p> <p>LIST YOUR LUNCH/DINNER TIME HERE:</p> <p>_____ -- _____</p>
DIRECT TRAVEL TIME			
DIRECT TRAVEL TIME			
DIRECT TRAVEL TIME			
DIRECT TRAVEL TIME			
DIRECT TRAVEL TIME			
TOTAL			

EMPLOYEE SIGNATURE _____
 Don't forget to sign your time sheet once you have finished logging your hours!