

TIME SHEET FOR WEEK OF: _____ 2018 EMPLOYEE: _____

YOU MUST CALL IN EVERYDAY TO REPORT THAT YOU ARE GOING TO WORK BY 3:00 P.M.
 CALL IN PHONE #: 828-324-0251; TO CALL OUT OR TO REPORT AN ISSUE: 828-324-8448

MONDAY	Date: _____	START	FINISH	START	FINISH
ACCT:					
ACCT:					
ACCT:					
ACCT:					

TUESDAY	Date: _____	START	FINISH	START	FINISH
ACCT:					
ACCT:					
ACCT:					
ACCT:					

WEDNESDAY	Date: _____	START	FINISH	START	FINISH
ACCT:					
ACCT:					
ACCT:					
ACCT:					

THURSDAY	Date: _____	START	FINISH	START	FINISH
ACCT:					
ACCT:					
ACCT:					
ACCT:					

FRIDAY	Date: _____	START	FINISH	START	FINISH
ACCT:					
ACCT:					
ACCT:					
ACCT:					

SATURDAY	Date: _____	START	FINISH	START	FINISH
ACCT:					
ACCT:					
ACCT:					
ACCT:					

SUNDAY	Date: _____	START	FINISH	START	FINISH
ACCT:					
ACCT:					
ACCT:					
ACCT:					

WEEK TOTAL:

EMPLOYEE SIGNATURE

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TIME SHEETS ARE TO BE TURNED IN NO LATER THAN 5:30 P.M. EVERY MONDAY.
 TIMESHEETS CAN BE EMAILED TO ADMIN@REEDSCLEANING.COM TO FAX: 828-324-1297