



TIMESHEET

APPLICANT NAME:

CLIENT NAME:

WEEK COMMENCING:

REPORT TO:

	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>	<i>Sunday</i>	
Start (AM)								
Finish (AM)								
Start (PM)								
Finish (PM)								Total Hours
Total Basic Hours								
Total Over Time Hours								

Overtime Policy:

PLEASE FILL IN TIMESHEET TO THE NEAREST 1/4 HOUR

It is hereby certified that the hours shown are correct, excluding all main breaks and that the work was performed satisfactorily in accordance with GR Law's terms and conditions of business.

Client Signature: _____

Title: _____

Print Name: _____

Date: _____

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