

# TIME SHEET



**Head office**  
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<b>CLIENT NAME :</b>					<b>EMPLOYEE NAME :</b>						
<b>ADDRESS :</b>					<b>JOB GRADE :</b>						
					<b>WEEK ENDING: .....</b> / ..... / .....						
Day	Date	Start	End	Break	Total Hours	Sleep-in	punctuality	Initiative	Overall	Signature	Office use
Monday											
Tuesday											
Wednesday											
Thursday											
Friday											
Saturday											
Sunday											

Comments.....  
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