

Transaudit Weekly Time Sheet (new sheet per job)

Employee Name				Employee Number		
Job Details						
Job Start Date			Completion Date			Total Hours
Customer Name			Customer Contact			Customer Phone
Date	Day	Start time	Finish time	Works completed		
	Mon					
	Tue					
	Wed					
	Thu					
	Fri					
	Sat					
	Sun					

This is a true and accurate account of the tasks completed and hours worked

Transaudit Employee Name		Signed		Date	
Customer Acceptance (Name)		Signed		Date	
(Office Use) Entered		(Office Use) Invoiced		(Office Use) Offset	