

[Your business name]

[Street address]
[Town, postcode]
[Email] · [Phone]

TIMESHEET

Name: [Your name]
Week ending: [DD/MM/YYYY]
Project / reference: [Project ref]

CLIENT / SITE
[Client / site name]
[Address]

Description	Qty	Unit
Mon: 08:00 to 16:30, 30 min break, site survey	8	hours
Tue: 08:00 to 16:30, 30 min break, drawings	8	hours
Wed: 08:00 to 13:00, client meeting and revisions	5	hours
Thu: 08:00 to 16:30, 30 min break, drawings	8	hours
Fri: 08:00 to 12:00, final issue	4	hours

APPROVAL
Total hours: 33
Worker: _____ Date: _____ Approved by: _____ Date: _____