[Company name]

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Cleaning service timesheet

Weekly hours - client sites, start, finish and totals, ready for payroll.

Name: _____

Week starting: _____

Hours

Day	Date	Client / site	Start	Finish	Break	Total
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

Totals

Total hours this week: _____

Overtime hours: _____

Sign-off

Staff member: _____ **Approved by:** _____ **Date:** _____