



Employee Name (print legibly) and **phone #** so we can reach you with questions:

Codes for filling out time sheets: Cleaning - 1 Portering - 2 Lawncare/Landscaping - 3 Snowplow Driver - 4 Snow Shoveling/Salting - 5 Maintenance/Repair - 6 Construction - 7 Moving - 8 Emergency Services - 9 Demolition - 10 Non-Billable Time - 11 Sales/Customer Services - 12 Other -13

Please attach any invoices or receipts to this timesheet.

Please Total up your hours for the week at the bottom of time sheet.

Date:	Start Time	End Time	Hrs.	Code	Job Location	Detailed Description of Work Performed	Materials Used
Sunday							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							

Employee signature here:

Time sheet not valid unless signed.