



Contractor/Employee Name: \_\_\_\_\_

Work Site, Company: \_\_\_\_\_

Enter Start Time, Finish Time, total hours.

Week Start	/	/	Week Ending	/	/
	Start	Lunch	Finish	Daily Hours	Comment
Mon		30 min.			
Tue		30 min.			
Wed		30 min.			
Thur		30 min.			
Fri		30 min.			
Sat					
Sun					
			Total		

Week Start	/	/	Week Ending	/	/
	Start	Lunch	Finish	Daily Hours	Comment
Mon		30 min.			
Tue		30 min.			
Wed		30 min.			
Thur		30 min.			
Fri		30 min.			
Sat					
Sun					
			Total		

Time by Contractor/Employee: (Via Email or signed) \_\_\_\_\_

Approved by Client Supervisor: (Via Email or signed) \_\_\_\_\_

**Please complete your Time Sheet, add up total hours, Have it approved by your supervisor and Email it to: [darren@sabregroup.com.au](mailto:darren@sabregroup.com.au) cc: [irene@sabregroup.com.au](mailto:irene@sabregroup.com.au) by 10am Monday.**

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