



# Weekly time record

Always remember "If Its NOT safe, **DON'T** do it."

Employee: \_\_\_\_\_

Week ending: \_\_\_\_\_

	Project & Site Address	Level / Unit	Job Performed	Start time	Finish Tme	Hourly Work	% Claim	Contract Price
Monday / /20								
Tuesday / /20								
Wednesday / /20								
Thursday / /20								
Friday / /20								
Saturday / /20								
Sunday / /20								

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

**PLEASE COMPLETE ALL COLUMNS. TIMESHEETS MUST BE RECEIVED BY 6AM MONDAY MORNING FOR PROCESSING.**

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