

# TIME SHEET

Name: \_\_\_\_\_ Month / Year: \_\_\_\_\_  
 Values entered: \_\_\_\_\_ Hours / Days (please delete one)



	Start time	Finish time	less Breaks	Time worked	Overtime 1	Overtime 2		Start time	Finish time	less Breaks	Time worked	Overtime 1	Overtime 2
Month							Month						
15							15						
16							16						
17							17						
18							18						
19							19						
20							20						
21							21						
22							22						
23							23						
24							24						
25							25						
26							26						
27							27						
28							28						
29							29						
30							30						
31							31						

Month							Month						
1							1						
2							2						
3							3						
4							4						
5							5						
6							6						
7							7						
8							8						
9							9						
10							10						
11							11						
12							12						
13							13						
14							14						
15							15						

TOTALS :							TOTALS :						
GRAND TOTAL :													

Please record hours and part of hours in decimals; i.e. 7.75 for 7 hours 45 minutes or 7 3/4. Any alterations MUST be initialled by the Client otherwise payment will be delayed.

Temporary / Contractor signed:	Client:
_____	_____
Name:	Name:
_____	_____
Position:	Position:
_____	_____
Date:	Date:
_____	_____

**Note: By signing this Time Sheet gives the appropriate MDA Resources Group company to Invoice the Client and pay the Contractor at the agreed rates**