

Employee Time Sheet

Employee Name:

Northeast Safety, Inc - 60 Gray Rd. Suite 16, Falmouth, ME 04105 - (207) 541 9299 - timesheet@workzonesafety.com

Date	Client	Location	Time In	Time Out	Total	Customer Signature	Job Numbers
Sun	Job 1					X	
Mon	Job 1					X	
	Job 2					X	
Tue	Job 1					X	
	Job 2					X	
Wed	Job 1					X	
	Job 2					X	
Thu	Job 1					X	
	Job 2					X	
Fri	Job 1					X	
	Job 2					X	
Sat	Job 1					X	

Time Sheet Instructions

- *Monday -Friday - Use top line for the first job and second line if needed for another job.
- *Some clients demand additional information, request to client that all fields be filled out properly.
- *Use a separate time sheet for each week. *Make sure all information is accurate.
- *Your Time Sheet MUST be signed by client every day. *Do not falsify time sheet in any way.
- *Mail, email or text time sheet to the above address no later than Monday of the following week.
 - * Text to (207) 671 - 2227. (do not call this number)
 - * Email - timesheet@workzonesafety.com
 - * Make sure image is taken directly above the time sheet and is centered in the photo. Double check that the picture is clear and all characters are visible.

Total Hours

Important for client: Execution of this form by the client constitutes a certification that the TOTAL DAILY hours listed are correct as stated and that the work was performed in a satisfactory manner in agreement by the client. NES will no longer be supplying a copy of the time sheet on the job site. A copy will be sent along with the customer's invoice.

Employee Signature X _____

(total hours are listed correctly)

***If the NES office does not receive your time sheet by Tuesday of the following week you will NOT be paid. Do not lose this time sheet. This is how you get paid!!!**