**[Company name]**

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# Locksmith timesheet

Weekly hours for locksmiths - site, start, finish and totals, ready for payroll.

| | |
|---|---|
| **Operative** | [Name] |
| **Week starting** | [Date] |

## Hours

| Day | Date | Site / job | Start | Finish | Break | Total |
|---|---|---|---|---|---|---|
| Monday | | | | | | |
| Tuesday | | | | | | |
| Wednesday | | | | | | |
| Thursday | | | | | | |
| Friday | | | | | | |
| Saturday | | | | | | |
| Sunday | | | | | | |

## Totals

| | Hours |
|---|---|
| Total hours this week | |
| Overtime hours | |

## Sign-off

| Operative | Approved by | Date |
|---|---|---|
| | | |