# **Friends and Places**

**Timesheet/Communications Sheet**

CLIENTS NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STAFF NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MONTH ENDING\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Day  | Date | AM | PM | Total Hours | Employer’s signature | Comments |
| Mon |  |  |  |  |  |  |
| Tues |  |  |  |  |  |  |
| Wed |  |  |  |  |  |  |
| Thurs |  |  |  |  |  |  |
| Fri |  |  |  |  |  |  |
| Sat |  |  |  |  |  |  |
| Sun |  |  |  |  |  |  |

## Signed and dated

Client

Employee