



METRO TIMESHEET

FAX TO 9205 1167

PLEASE FAX TIME SHEETS TO WESTCHEF BY **9AM MONDAY**

CLIENT: _____

KITCHEN LOCATION: _____

CLIENT CONTACT: _____

CLIENT SIGNATURE: _____

EMPLOYEE NAME: _____

EMPLOYEE SIGNATURE: _____

JOB/DESCRIPTION: _____

WEEK ENDING: _____ / _____ / _____

DATE	DAY	START	FINISH	BREAKS	HOURS WORKED
	MONDAY				
	TUESDAY				
	WEDNESDAY				
	THURSDAY				
	FRIDAY				
	SATURDAY				
	SUNDAY				
				TOTAL HOURS WORKED	

OFFICE USE ONLY

PURCHASE ORDER NUMBER _____

BILLABLE TO _____