

# Family Staffing Solutions, Inc.

Call In/Out Phone: 615/383-5690 Fax: 615/383-5676 After Hours Emergency: 615/383-5656

## Weekly Timesheet

Friend Name \_\_\_\_\_

Client Name \_\_\_\_\_

Date	Day	Start Time	End Time	TOTAL HRS	PLEASE LIST THE TASKS PERFORMED WHILE ON DUTY	Client Initials
	Sat					
	Sun					
	Mon					
	Tues					
	Wed					
	Thurs					
	Fri					

**TOTAL HOURS WORKED =**

*TIMESHEET MUST BE INITIALED BY THE CLIENT!!!*

**MILEAGE RECORD**

Date	Destination	Odometer Begin	Odometer End	Total Miles

**COMMENTS / UPDATES ON CLIENTS**

*I have had a great week helping our clients "Stay Independent \* At Home \* In Charge"  
I have practiced universal precautions as taught in our staff training program.*



**REMEMBER TO PHONE IN & OUT...**

**THANK YOU!!!**

*For office use only*



**Verified by \_\_\_\_\_**

**Friend Signature \_\_\_\_\_**