When Quality is the Only Option

Name:

.....

Job Title:

.....

WEEKLY ☐ MONTHLY ☐ TIME SHEET

Please tick the appropriate box. Failure to do so may result in payment being delayed.

Return time sheets to D'N'A office by Thursday of each week or 19th of each month.

White Copy = *Return to D'N'A*
Yellow Copy = *Retain for your records*
Pink Copy = *To remain at establishment*

Please note: *Use separate time sheets for each establishment.*

Establishment	Date	Start Time	Finish Time	Normal Hours	Bank Holiday Hours	Authorised Name	Authorised Signature
			TOTAL				

Important Infromation
Missed breaks must be documented on a separate timesheet. Failing to do this may result in non-payment

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