|  |  |  |
| --- | --- | --- |
| Name  | Site Address | Date  |
| Client Name  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Days  | Date  | Time Sign In | Time Sign Out | Total Hours | Guard Signature  | Client Signature |
| Monday Day |  |  |  |  |  |  |
| Monday Night |  |  |  |  |  |  |
| Tuesday Day |  |  |  |  |  |  |
| Tuesday Night |  |  |  |  |  |  |
| Wednesday Day |  |  |  |  |  |  |
| Wednesday Night |  |  |  |  |  |  |
| Thursday Day |  |  |  |  |  |  |
| Thursday Night |  |  |  |  |  |  |
| Friday Day |  |  |  |  |  |  |
| Friday Night |  |  |  |  |  |  |
| Saturday Day |  |  |  |  |  |  |
| Saturday Night |  |  |  |  |  |  |
| Sunday Day |  |  |  |  |  |  |
| Sunday Night |  |  |  |  |  |  |

Authorised by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Site Managers) Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Please send this weekly timesheet to info@paragonsecuritygroup.co.uk by Monday Morning 10am in order to get payments on time otherwise your payments may be affected. Timesheets will not be accepted until it is signed by the Manager Signatures and Name. These timesheets will be verified by the relevant managers. Please fill Different Time Sheets for Different Clients.