|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DAY** | **DATE** | **IN** | **OUT** | **IN** | **OUT** | **CLIENT SIGNATURE** | **EMP. INITIALS** | **TOTAL** |
| MON | 1/1 |  |  |  |  |  |  |  |
| TUE | 1/2 |  |  |  |  |  |  |  |
| WED | 1/3 |  |  |  |  |  |  |  |
| THUR | 1/4 |  |  |  |  |  |  |  |
| FRI | 1/5 |  |  |  |  |  |  |  |
| SAT | 1/6 |  |  |  |  |  |  |  |
| SUN | 1/7 |  |  |  |  |  |  |  |
| MON | 1/8 |  |  |  |  |  |  |  |
| TUE | 1/9 |  |  |  |  |  |  |  |
| WED | 1/10 |  |  |  |  |  |  |  |
| THUR | 1/11 |  |  |  |  |  |  |  |
| FRI | 1/12 |  |  |  |  |  |  |  |
| SAT | 1/13 |  |  |  |  |  |  |  |
| SUN | 1/14 |  |  |  |  |  |  |  |
| MON | 1/15 |  |  |  |  |  |  |  |
| TUE | 1/16 |  |  |  |  |  |  |  |
| WED | 1/17 |  |  |  |  |  |  |  |
| THUR | 1/18 |  |  |  |  |  |  |  |
| FRI | 1/19 |  |  |  |  |  |  |  |
| SAT | 1/20 |  |  |  |  |  |  |  |
| SUN | 1/21 |  |  |  |  |  |  |  |
| MON | 1/22 |  |  |  |  |  |  |  |
| TUE | 1/23 |  |  |  |  |  |  |  |
| WED | 1/24 |  |  |  |  |  |  |  |
| THUR | 1/25 |  |  |  |  |  |  |  |
| FRI | 1/26 |  |  |  |  |  |  |  |
| SAT | 1/27 |  |  |  |  |  |  |  |
| SUN | 1/28 |  |  |  |  |  |  |  |
| MON | 1/29 |  |  |  |  |  |  |  |
| TUE | 1/30 |  |  |  |  |  |  |  |
| WED | 1/31 |  |  |  |  |  |  |  |
| **I certify that the times entered above are a true and accurate record of the time worked.**  **EMPLOYEE SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | |

**CLIENT NAME: EMPLOYEE NAME:   
  
SERVICE: MONTH/YEAR: January 2024**