

KEYPOINT - GUARDING HOURS

SITE:	WEEK COMMENCING
	Mon / / 201
	Sun / / 201

Date	Guards Name	Time In	Time Out	Total Hours	Guards Signature	Checked (Manager) Signature
Mon						
Tue						
Wed						
Thu						
Fri						
Sat						
Sun						

	Total Hours		
(To be completed by KSS DIRECTOR) Cost per hour			Contract Security Company
INVOICE TOTAL			+ VAT

