



Daily Work Sheet

Infront Staffing – P: 1300 014 898 F: 02 8252 7566 www.infrontstaffing.com

This sheet to be completed by the CREW TEAM LEADER & submitted to Infront Head Office for payment. It must also be signed by an APPROPRIATE CLIENT REPRESENTATIVE, to acknowledge completion of work and acceptance of any additional charges noted.

Customer: _____ Location: _____ Day: _____ Date: _____

Team Member Details

Last Name	First Name	Job Role	Start Time	Finish Time	Total time on site	Please note any site safety concerns
		TEAM LEADER				

Work Details

Container Reference	Container Number	Size: 20' / 40'	Start Time	Finish Time	Forklift Time Y/N	Waiting Time Y/N	Excessive Weight Y/N	Product Name	BATCHES / SKU's	Carton Count

Any additional hours worked / charges applied to complete containers?

Manager on site must sign to acknowledge each:

	Y/N	COMMENTS / NOTES	TOTAL HRS	CLIENT INITIALS
CANCELLED CONTAINER (LESS THAN 2 HOURS NOTICE - CHARGE FIRST CONTAINER BOOKED)				
WAITING TIME: DELAYED ARRIVAL OF CONTAINER / NO PAPERWORK / FORK SVC BETWEEN PALLETS SLOW				
COLLAPSED CONTAINER / HIGHLY MIXED (PLEASE TAKE PHOTOS FOR RECORDS INCL CONTAINER NUMBER)				
REWORK REQUIRED DUE TO WRONG CONFIGURATION BEING ADVISED				
OTHER – (PLEASE ENSURE DETAILS ARE CLEARLY EXPLAINED IN COMMENTS FIELD)				

Client Comments (we value your feedback as it enable us to improve our services):	Any additional crew comments:

CLIENT:
 By signing this worksheet you acknowledge you are satisfied with the work carried out & acceptance of all associated costs, including any additional charges listed. Charges for the above will be based on the agreed rates included in the rates proposal provided by Infront.

Approved by Name: _____ Approved by Signature: _____ Date: _____