

DAILY WORKSHEET

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This sheet must be faxed or emailed to OPHA Human Resources Pty Ltd on a daily basis. Ensure all items are completed or marked N/A if not applicable. Sheet must be signed by client.

Client: _____ Location: _____ Date: _____

Team Member Details:

Name:	Job Role:	Start Time:	Finish Time	Total Hours:

Container Details:

Container Reference	Container Size 20ft or 40ft	# of Cartons	Start Time	Finish Time	Forklift Hours	Waiting Time Hours*	# of Pallets Shrink Wrapped	# of Sku	Palletised Containers Yes/No

*Please ensure details of why you waited in comments below

Client Comments:	Team Comments:

Client Signature:

Date:

Team Signature: