

Worker Earnings Receipt Form - For: (enter name of worker)

Use a separate sheet for each new worker

Worker completes the sections below up to 'signed'						Client completes when paying the worker				Worker must enter date and sign for money rcvd	
Enter the Day of week	Enter Date of month	Enter your time of arrival	Enter the time you leave	Enter the hrs:mins worked for	Start to confirm work done	Money due for work	Money paid out over	Balance of money due less money paid	Money left out for use on	Signed for	Date Rcvd
Day	Date	Time start	Time stop	Hrs:mins	Signed	Pay Due	Pay Paid	Balance	Date Paid	Signed for	Date Rcvd
1											
2											
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21											

Verified by the client as an accurate record for this worker and the payments made

PLEASE NOTE

There is a legal requirement to keep this document for up to six years

- Top copy - white - Client's copy
- Mid copy - yellow - Cleaner's copy
- Bot copy - pink - Agency copy

Signed: (Client)

Name:

Date: