Daily Sign-in Sheet

Hollins & Reed Contracting Ltd

Date	Contract name	Site address
Monday 7 September 2026	**House extension, House 2**	**House 2, Thornley Vale Estate, Stockport**

Name	Company	Time in	Signature	Lunch	Time out	Signature out	Visiting	Badge no.
Dan Hollins	Hollins & Reed Contracting Ltd	07:30	signed	12:30 to 13:00	17:00	signed		
Reece Ollerton	Hollins & Reed Contracting Ltd	08:00	signed	12:30 to 13:00	16:30	signed		
Joe Penketh	Hollins & Reed Groundworks Ltd	08:00	signed	12:30 to 13:00	16:30	signed		
Aaron Mellor	Hollins & Reed Groundworks Ltd	08:00	signed	12:30 to 13:00	16:30	signed		
Tom Birtles	Hollins & Reed Groundworks Ltd	08:00	signed	12:30 to 13:00	16:30	signed		
Ste Kenyon	Hollins & Reed Groundworks Ltd	08:00	signed	12:30 to 13:00	16:30	signed		
Helen Ashworth	Council building control	08:40	signed		09:05	signed	Dan Hollins	V1
Gary Sidebotham	Hollins & Reed Concrete Pumping Ltd	09:00	signed		12:30	signed		
Paul Heywood	Hollins & Reed Concrete Ltd	10:32	signed		11:50	signed		
Neil Greenhalgh	Thornley Vale Estates Ltd	14:50	signed		15:15	signed	Dan Hollins	V2

Worked example of a made-up job. Not a record of real work.