

SHIFT SCHEDULE

Date: _____

TIME	EMPLOYEE NAME	STATION / TASK	INITIALS
08:00 AM			
09:00 AM			
10:00 AM			
11:00 AM			
12:00 PM			
01:00 PM			
02:00 PM			
03:00 PM			
04:00 PM			
05:00 PM			
06:00 PM			

TIME	EMPLOYEE NAME	STATION / TASK	INITIALS
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07:00 PM			
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08:00 PM			
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MANAGER NOTES & HANDOVER