

TIMESHEET

Payroll Department:

Unit 1 Burton House
 Repton Place
 White Lion Road
 Amersham, Buckinghamshire
 HP7 9LP

Tel: 01923 731 170 Fax: 0845 539 5379

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| | | | |
|------------------------|----------|-------------------|--|
| Client name & address: | | Week Ending Date: | |
| Site address: | Contact: | Client Order No: | |

| Trade | Operative Name | | Monday | | | Tuesday | | | Wednesday | | | Thursday | | | Friday | | | Saturday | | | Sunday | | | Total hours | Basic Rate Hours | Overtime Rate Hours | Expenses & additional payments |
|-------|----------------|--------|--------|-------|-------|---------|-------|-------|-----------|-------|-------|----------|-------|-------|--------|-------|-------|----------|-------|-------|--------|-------|-------|-------------|------------------|---------------------|--------------------------------|
| | | | Times | Break | Hours | Times | Break | Hours | Times | Break | Hours | Times | Break | Hours | Times | Break | Hours | Times | Break | Hours | Times | Break | Hours | | | | |
| | | Start | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Finish | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Start | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Finish | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Start | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Finish | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Start | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Finish | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Start | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Finish | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Start | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Finish | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Start | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Finish | | | | | | | | | | | | | | | | | | | | | | | | | |

We certify that the above workers have attended for employment with us for the stated hours and have completed work to our satisfaction. We have read and agree to be bound by the Terms and Conditions overleaf and previously signed. I am authorised by the client to sign this timesheet by hand or electronic means that comply with current commercial practices, to confirm hours for pay and invoicing purposes without deductions.

Name Signature Position Date

(authorised signatory only)