

**TIMESHEET**



PLEASE SIGN & FAX BACK TO **01708 553 630**

20 Barlow Way, Fairview Industrial Park, Rainham, RM13 8BT  
 Tel. 01708 524 332 Fax. 01708 553 630

|  |   |                                    |
|--|---|------------------------------------|
| <b>Client Account Name &amp; Address</b> | <b>Client Ref / PO Number</b>           | <b>Work / Site Address</b>         |
|  | <b>Week Ending Date</b>                 | <b>Reporting to</b>                |
| <b>Sales Ledger Account Number</b>       | <b>Assignment Start Date &amp; Time</b> | <b>Health &amp; Safety Contact</b> |

| Timesheet Number | Name of Temporary Worker | Payroll Number |        | Analysis - Total Hours Worked |       |         |       |           |       |          |       |        |       |          |       |        |       | For Office Use Only |                  |                     |          | Notes, Comments & Details of Expenses & Additional Payments & Charges |             |  |  |  |
|------------------|--------------------------|----------------|--------|-------------------------------|-------|---------|-------|-----------|-------|----------|-------|--------|-------|----------|-------|--------|-------|---------------------|------------------|---------------------|----------|---|-------------|--|--|--|
|                  |                          |                |        | Monday                        |       | Tuesday |       | Wednesday |       | Thursday |       | Friday |       | Saturday |       | Sunday |       | Total Hours Worked  | Basic Rate Hours | Overtime Rate Hours | Pay Rate |   | Charge Rate |  |  |  |
|                  |                          |                |        | Times                         | Hours | Times   | Hours | Times     | Hours | Times    | Hours | Times  | Hours | Times    | Hours | Times  | Hours |                     |                  |                     |          |   |             |  |  |  |
|                  |                          |                | Start  |                               |       |         |       |           |       |          |       |        |       |          |       |        |       |                     |                  |                     |          |   |             |  |  |  |
|                  |                          |                | Finish |                               |       |         |       |           |       |          |       |        |       |          |       |        |       |                     |                  |                     |          |   |             |  |  |  |
|                  |                          |                | Breaks |                               |       |         |       |           |       |          |       |        |       |          |       |        |       |                     |                  |                     |          |   |             |  |  |  |
|                  |                          |                | Start  |                               |       |         |       |           |       |          |       |        |       |          |       |        |       |                     |                  |                     |          |   |             |  |  |  |
|                  |                          |                | Finish |                               |       |         |       |           |       |          |       |        |       |          |       |        |       |                     |                  |                     |          |   |             |  |  |  |
|                  |                          |                | Breaks |                               |       |         |       |           |       |          |       |        |       |          |       |        |       |                     |                  |                     |          |   |             |  |  |  |
|                  |                          |                | Start  |                               |       |         |       |           |       |          |       |        |       |          |       |        |       |                     |                  |                     |          |   |             |  |  |  |
|                  |                          |                | Finish |                               |       |         |       |           |       |          |       |        |       |          |       |        |       |                     |                  |                     |          |   |             |  |  |  |
|                  |                          |                | Breaks |                               |       |         |       |           |       |          |       |        |       |          |       |        |       |                     |                  |                     |          |   |             |  |  |  |
|                  |                          |                | Start  |                               |       |         |       |           |       |          |       |        |       |          |       |        |       |                     |                  |                     |          |   |             |  |  |  |
|                  |                          |                | Finish |                               |       |         |       |           |       |          |       |        |       |          |       |        |       |                     |                  |                     |          |   |             |  |  |  |
|                  |                          |                | Breaks |                               |       |         |       |           |       |          |       |        |       |          |       |        |       |                     |                  |                     |          |   |             |  |  |  |
|                  |                          |                | Start  |                               |       |         |       |           |       |          |       |        |       |          |       |        |       |                     |                  |                     |          |   |             |  |  |  |
|                  |                          |                | Finish |                               |       |         |       |           |       |          |       |        |       |          |       |        |       |                     |                  |                     |          |   |             |  |  |  |
|                  |                          |                | Breaks |                               |       |         |       |           |       |          |       |        |       |          |       |        |       |                     |                  |                     |          |   |             |  |  |  |
|                  |                          |                | Start  |                               |       |         |       |           |       |          |       |        |       |          |       |        |       |                     |                  |                     |          |   |             |  |  |  |
|                  |                          |                | Finish |                               |       |         |       |           |       |          |       |        |       |          |       |        |       |                     |                  |                     |          |   |             |  |  |  |
|                  |                          |                | Breaks |                               |       |         |       |           |       |          |       |        |       |          |       |        |       |                     |                  |                     |          |   |             |  |  |  |
|                  |                          |                | Start  |                               |       |         |       |           |       |          |       |        |       |          |       |        |       |                     |                  |                     |          |   |             |  |  |  |
|                  |                          |                | Finish |                               |       |         |       |           |       |          |       |        |       |          |       |        |       |                     |                  |                     |          |   |             |  |  |  |
|                  |                          |                | Breaks |                               |       |         |       |           |       |          |       |        |       |          |       |        |       |                     |                  |                     |          |   |             |  |  |  |

We certify that the total hours above are correct and will accept your accounts for the total hours above and many additional costs shown above at the agreed rates. We confirm that the work has been carried out satisfactorily. We also agree to accept the terms and conditions of business as set out overleaf.

Signature..... Position..... Name (in capital Letters)..... Date.....

|                        |   |                             |   |                                    |   |                      |   |
|------------------------|---|-----------------------------|---|------------------------------------|---|----------------------|---|
| <b>Consultant Name</b> | <input style="width:90%;" type="text"/> | <b>Consultant Signature</b> | <input style="width:90%;" type="text"/> | <b>For Office Use Only</b>         | <input style="width:95%;" type="text"/> | <b>Branch Code</b>   | <input style="width:90%;" type="text"/> |
|                        |   |                             |   | <b>Consultant Notes / Comments</b> |   | <b>Category Code</b> | <input style="width:90%;" type="text"/> |