

## Time Sheet

**For week ending:**

**Candidate:**

**Client:**

	AM		PM		ACTUAL HOURS			TOTAL HOURS/DAYS
	Start	Finish	Start	Finish	Basic Hours	Overtime x 1.5	Overtime x 2	
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
<b>TOTAL</b>								
When calculating hour, please round to nearest ¼ hour. Please express your hours in fractions, i.e. ¼ and ¾. Thank you.								
<b>OVERTIME NEEDS TO BE AUTHORISED BY CLIENT</b>								

I confirm the above candidate worked the hours/overtime as stated:

Signature: .....

Name: .....

Position: .....

To ensure prompt payment correctly authorised Time Sheets are required by 5pm on Friday or 10.00am on Monday.

**PLEASE NOTE ANY TIMESHEET AND INVOICE RECEIVED AFTER THIS WILL NOT BE PROCESSED UNTIL THE FOLLOWING WEEK**

**Please fax signed timesheets to 020 7469 4181**

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