**Company Name : Employees Name: .**

**Work Address: Purchase Order Number .**

**Week Ending: Line Manager: .**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Total Hours Worked  (Excluding Breaks) | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | Totals |
| Standard Hours |  |  |  |  |  |  |  |  |
| Overtime Rate |  |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |  |

**Client Signature: Print Name: .**

**Position: Date: .**

*\*This signature authorising this timesheet is taken as acceptance of hours worked, the Terms and Conditions detailed overleaf and the work has been carried out in a satisfactory manner. All break/rest periods have been deducted and authority to invoice these hours and acceptance to pay said on invoice for these hours*

*\*The operative agrees to accept work on this contract at an hourly paid rate for period required by the client on a temporary employment basis.*

**PLEASE ENSURE ALL TIMESHEETS ARE RETURNED BY 3PM MONDAY FOLLOWING THE WEEK WORKED**