

# TIMESHEET

CLIENT NAME.....  
 CONTACT.....  
 ADDRESS.....

TEMPORARY WORKER.....  
 POSITION.....

Timesheet Number..... Week commencing.....

Day	Start Time	Finish Time	Lunch Time	Standard Hours	Overtime Hours	Holiday Pay (from accrued entitlement)
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
				<b>Total Payable Hours</b>		

I certify that the total of.....hours, including overtime hours, have been satisfactorily worked and that payment will be made according to our terms of business, which I have received from you and accept as the basis of the transaction.

Signature.....Print Name.....

Position.....Date.....

- PLEASE PAY .... DAYS FROM MY ACCRUED HOLIDAY ENTITLEMENT THIS WEEK**
- I am due to finish this assignment on ...../...../.....
- More work please, to start from ...../...../.....
- This is my last timesheet for this client
- Please send my P45

**PLEASE RETURN BY 9.30am ON MONDAY MORNING**  
**EMAIL - kim@morganjones.net or FAX 01843864773**