

NAME \_\_\_\_\_ CLIENT \_\_\_\_\_

WEEK ENDING \_\_\_\_/\_\_\_\_/\_\_\_\_ WORK TEL NO \_\_\_\_\_

	Dates	Time Started	Please detail time taken for breaks and lunch periods but do not include in your calculations	Time Finished	Daily Hours or Day worked
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
<b>Total hours or days for week as appropriate</b>					

SIGNED \_\_\_\_\_

CLIENT AUTHORISATION \_\_\_\_\_

DATE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

DATE \_\_\_\_\_

### WEEKLY PAID CONTRACTORS

PLEASE ENSURE THAT TIME SHEETS ARE RECEIVED BY US NO LATER THAN 5PM TUESDAY FOR THE PREVIOUS WEEK'S WORK. PAYMENT WILL BE IN YOUR ACCOUNT ON THE FOLLOWING MONDAY. TIME SHEETS RECEIVED LATE WILL BE PROCESSED THE FOLLOWING WEEK, I.E. A FURTHER 7 DAYS DELAY.

### MONTHLY PAID CONTRACTORS

PLEASE FORWARD YOUR TIMESHEETS FOR PROCESSING NO LATER THAN THE 22ND OF EACH MONTH. PAYMENT WILL BE MADE WITHIN TEN DAYS. TIMESHEETS RECEIVED AFTER THE 22ND WILL BE PROCESSED THE FOLLOWING MONTH.