

Client Timesheet



Time sheets **MUST** be signed and submitted to branch every Monday by no later than 9am.

(Please note - During Bank and Public Holidays you must ensure the time sheet is countersigned in the bank holiday box)

Organisation: _____ Location / Service: _____

Address: _____

Post code: _____

Ref no. / client order: _____ Week commencing: _____

Temp worker name	MON	TUE	WED	THU	FRI	SAT	SUN	Breaks	Hours
Example	08:00 16:00							30 mins	7hrs 30 mins
	s f	s f	s f	s f	s f	s f	s f		
	s f	s f	s f	s f	s f	s f	s f		
	s f	s f	s f	s f	s f	s f	s f		
	s f	s f	s f	s f	s f	s f	s f		
	s f	s f	s f	s f	s f	s f	s f		
	s f	s f	s f	s f	s f	s f	s f		
	s f	s f	s f	s f	s f	s f	s f		

Client name: _____ Position: _____ Date: _____

Client signature: _____ Bank holiday signature: _____

If deductible breaks are not clearly indicated or recorded, no breaks will apply and all hours registered will be deemed as payable