

Please FAX on: **033 33 444 700** to ensure timesheet is received by Monday noon.



TS NO: 201205201

NAME \_\_\_\_\_ DATE WEEK ENDING (SUNDAY) \_\_\_\_\_

COMPANY \_\_\_\_\_ JOB NUMBER/PURCHASE ORDER \_\_\_\_\_ SITE \_\_\_\_\_

	Start Time	Finish Time	Break Time	Flat/Basic Hours	OT1 Hours	OT2 Hours	Total Daily Hours
MON							
TUE							
WED							
THU							
FRI							
SAT							
SUN							
Total hours (in words) including overtime.						<b>Total Weekly Hours</b>	

I confirm that I have worked all of the hours on this timesheet. Any hours in excess of 48 hours per week have been worked at my own volition.

EMPLOYEES SIGNATURE: \_\_\_\_\_

We confirm that the work performed is to satisfactory standard and as such payment in full will be made for the net total of hours (including overtime hours) recorded on this time sheet in accordance to your terms of business that we are in receipt of.

CLIENT SIGNATURE APPROVAL: \_\_\_\_\_

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

POSITION: \_\_\_\_\_

DATE: \_\_\_\_\_

Vat Registration number: 789 9460 46  
 INTECH Recruitment LTD registered in England and Wales No. 3907921

TO ENSURE FUTURE PAYMENTS, PLEASE SEND ORIGINAL  
 TIMESHEET BY POST TO INTECH RECRUITMENT LTD.  
 WHITE COPY: INTECH, YELLOW COPY: CLIENT,  
 PINK COPY: STAFF COPY

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