



TIMESHEET

FIND RECRUITMENT

Suite 19, Neal's Corner
2 Bath Road, Hounslow, TW3 3HJ

Telephone: 020 8570 1400
Fax: 020 8570 0800
Email: Chalk.face@btconnect.com
www.chalkfaceltd.co.uk

**Authorised Timesheets must be submitted by
12 O'CLOCK MIDDAY MONDAY
(Including Bank Holidays)**

**If timesheets are not correctly signed and dated,
they will be sent back to the worker unpaid.**

PLEASE COMPLETE ALL OF THE DETAILS
AS FULLY AS POSSIBLE USING BLACK INK

Name of Worker / Contractor

Job Title / Role

Name of Client **Unit / Department / Class**

Client Address **Cost Code**

..... **Purchase Number**

	Date	Time Started	Time Finished	Hours Worked	Sleep In (Please Tick)
Mon	/ /	:	:		
Tues	/ /	:	:		
Wed	/ /	:	:		
Thur	/ /	:	:		
Fri	/ /	:	:		
Sat	/ /	:	:		
Sun	/ /	:	:		

I certify the total number of hours have been satisfactorily worked and that payment will be made in respect of these according to your terms and conditions of business, which I have received and accept as the basis of this transaction.

TOTAL HOURS

SUPERVISOR'S SIGNATURE **Date**

PRINT SUPERVISOR'S NAME **Position**