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|-------------|------------|
| Booking at: | Report To: |
|-------------|------------|

TIMESHEET



| | | | |
|---------|------|-----------------|------------------|
| A/c No: | W/E: | Agency Contact: | Client Order No: |
|---------|------|-----------------|------------------|

Tel:
E-mail:

| Invoice Address/Notes: | | | | | CERTIFIED HOURS WORKED | | | | | | | | | | | | | | TOTAL HOURS WORKED |
|------------------------|------------------|------------|---------|----------------|------------------------|-----|-------|-----|-------|-----|-------|-----|-------|-----|-------|-----|-------|-----|--------------------|
| | | | | | MON | | TUE | | WED | | THU | | FRI | | SAT | | SUN | | |
| NO | TEMPORARY'S NAME | | JOB CAT | PAYROLL NUMBER | START | HRS | START | HRS | START | HRS | START | HRS | START | HRS | START | HRS | START | HRS | |
| | SURNAME | FIRST NAME | | | END | | END | | END | | END | | END | | END | | END | | |
| 1 | | | | | | | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | | | | | | | | |
| 9 | | | | | | | | | | | | | | | | | | | |

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|--------------------|---------------|--|
| Name (in capitals) | Signature | Client Authorisation I certify that the hours on this Timesheet were worked satisfactorily. I confirm that all breaks have been deducted. I confirm that the invoice will be paid within 30 days from the Week Ending date above, any overtime should be paid and charged accordingly. |
| Position | Date and time | |