**Time Sheet** 

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of Employee** | |  | | **Name of Client** |  | |
| **Employee Number** | |  | | **Location** |  | |
| **Job Title** | |  | | **Week Ending date** |  | |
|  | **DAY** | **DATE** | **START** | **BREAK** | **FINISH** | **TOTAL HOURS** |
| MONDAY |  |  |  |  |  |  |
| TUESDAY |  |  |  |  |  |  |
| WEDNESDAY |  |  |  |  |  |  |
| THURSDAY |  |  |  |  |  |  |
| FRIDAY |  |  |  |  |  |  |
| SATURDAY |  |  |  |  |  |  |
| SUNDAY |  |  |  |  |  |  |
|  |  | **TOTAL HOURS WOR** | | **KED** |  |  |

We confirm that the total hours worked are correct and we accept your accounts for the chargeable hours at the agreed rate. We agree to accept your Terms & Conditions of business previously advised.

|  |  |
| --- | --- |
| **On behalf of (Client Name)** |  |
| **Signature** |  |
| **Name** |  |
| **Position** |  |
| **Date** |  |