

# Time Sheet Form



Client .....

## Personnel and Invoicing Data

Name: .....

Job Description ..... Week Commencing Monday: ..... / ..... / .....

Location of Work: ..... Order Number: .....

TIME DATA								
	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Total
Start Time								
Finish Time								
Time for Breaks								
Total Hrs Worked								
Paid Hours	Basic							
	Overtime 1							
	Overtime 2							
	Overtime 3							
	Total							

## Approval

I certify that the hours noted above have been satisfactory worked. Payment will be made in respect of these hours according to the terms and conditions of business which I received and which have been accepted.

Signature ..... Date .....

Print Name ..... Job Title .....

## Notes

1. Please complete this timesheet carefully. It will be used to calculate the workers wages and the customers invoice.
2. All information must be entered prior to submission of timesheet to On Loan Recruitment Limited.
3. This timesheet can be emailed to [timesheet@onloanrecruitment.co.uk](mailto:timesheet@onloanrecruitment.co.uk) or faxed direct to On Loan accounts office on 01469 576264.