

TIMESHEET

TIMESHEETS MUST BE RETURNED NO LATER THAN MONDAY 10AM TO ENSURE PAYMENT THE FOLLOWING FRIDAY

EMPLOYEE		Name:	
Work Tel:		Trade:	
Mobile Tel:		Home Tel:	

CLIENT			
Name:		Site Contact:	
Invoice Address:		Site Address:	

TIMESHEET FOR WEEK ENDING

Start Date:		End Date:	
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MON	TUE	WED	THU	FRI	SAT	SUN	TOTAL

EMPLOYEE	
I confirm that I have worked the hours as stated above.	
Signature:	Date:

CLIENT	
I/We confirm that the hours given are correct. The standard of work was satisfactory and we accept a charge for these hours. I/We agree to pay Constructive Resources Ltd in respect of the hours given within 7 days of the invoice date. I/We confirm that Constructive Resources Ltd's Terms & Conditions are the sole terms of this contract.	
Authorised Signature:	
Name (Please Print):	
Position:	
Date:	

NOTE: Where a worker introduced by this company enters into employment with the hirer or contracts on a self-employed basis with the Hirer, or works for the Hirer through another Agency or Third Party, all within 6 months of temporary assignment or introduction, an introduction fee of 10% of annual salary (based on the charge rate for a 40 hour week for hourly paid workers) becomes payable forthwith.