

Please complete all fields

Name:	
Week Ending Date: (Sunday)	
Client Name:	
Reporting to:	
Site Name/Location:	
Job Number:	

Approved timesheets must be sent to our accounts department before 12.00pm On Monday
Email timesheets@bauhausrecruitment.com or Fax 0845 226 1637
Failure to do so will result in a delay in payment

	From start Time	To End Time	Hours Overtime	Breaks to be deducted	Total Hours	Authorised Travel Time	Total Chargeable Days/hours
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
<u>TOTAL HOURS/DAYS TO BE CHARGED</u>							

CLIENT USE ONLY

I certify that the total number of hours has been satisfactorily worked and the correct breaks have been deducted. I confirm that payment will be made according to your terms of business which I have received from you and accept as the basis of this transaction

<u>Client Name:</u>	<u>Purchase Order Number:</u>
<u>Client Signature:</u>	<u>Position:</u>