

# TIMESHEET

	REPORT TO  INVOICE TO  Job ID No -
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**\*URGENT INFORMATION:** Complete your timesheet with confirmation signature of client & return to our offices by 5.00pm Friday (close of business) of the week worked.  
 (Note for Client: A copy of this timesheet will be sent with invoice)

	STANDARD HOURS To Nearest 5 Minutes Only			HOLIDAY PAY Number of hours required			COMMENTS <b>*SEND YOUR SIGNED TIMESHEET PROMPTLY BY 5PM Friday</b>
	AM	PM	TOTAL	AM	PM	TOTAL	
MONDAY							
TUESDAY							
WEDNESDAY							
THURSDAY							
FRIDAY							
SAT/SUN							
<b>TOTAL</b> <small>DO NOT ADD HOLIDAY IN STANDARD HOURS</small>							<b>URGENT</b> <b>*TO AVOID DELAYED PAYMENT SEND YOUR TIMESHEET NOW</b>

I hereby certify that the hours worked are a correct record

**CANDIDATE  
SIGNATURE**

*	Process Week No:	Week Ending:
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Finish of  
contract?

Yes  
or No

Date of  
Finishing:

Do You  
require a P45?

**CLIENT TO FILL IN ALL DETAILS PLEASE: \*FAX NOW: 0116 254 8720**

NB: Do not Total holiday hours in for agreed working week when verifying hours.

<b>TOTAL HRS SIGNED FOR:</b>		<b>ORDER NO:</b>		<b>CLIENT NAME:</b>	
<b>CLIENT POSITION:</b>		<b>CLIENT SIGNATURE:</b>			

I hereby certify that the total hours worked, are a correct record of hours worked by the temporary worker, and I accept that I must pay the charges invoiced in respect of the above. **An authorising client signature is deemed in lieu of a purchase order number.** The 'client' will abide by all terms laid out in accordance with Paul Mitchell Associates Terms of Business.