



# Weekly Timesheet

<b>Name</b>		<b>Week Ending (Sat)</b>	
<b>Client</b>		<b>Phone No. (Work)</b>	
<b>Cost Centre (if applicable)</b>			

	Start time	Finish time	Lunch	Worked hours	Time and a half	Double Time
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
<b>Totals</b>						

**Amount in Words** \_\_\_\_\_

**Contractor's Signature** \_\_\_\_\_

**IF THIS IS THE LAST WEEK OF YOUR ASSIGNMENT  
AND YOU REQUIRE A P45, PLEASE TICK THIS BOX**

### Authorisation

We certify that the **total hours** shown are correct and will accept your account for the chargeable hours shown. We agree to your terms and conditions of business and accept your normal scale of permanent introduction fee will be payable should the above named temporary worker enter permanent employment with us.

**Line Manager's Signature** \_\_\_\_\_ **Print Name** \_\_\_\_\_

**Position** \_\_\_\_\_ **Date** \_\_\_\_\_

<b>After completion please fax the top copy of this time sheet (or send to the address below) to arrive no later than 10 am Tuesday to :</b>	Payroll Dept, Walker Hamill <span style="font-size: 2em; font-weight: bold;">0207 930 1869</span>
--	--

Payroll Copy: White	Client Copy: Yellow	Candidate Copy: Pink
---------------------	---------------------	----------------------