

# Time Sheet



# DUTTON

INTERNATIONAL

**Dutton International**  
 Commerce House  
 62 Paragon Street  
 Hull  
 HU1 3PW  
 Tel 01482 322829  
 Fax 01482 322830

**WHITE, YELLOW, PINK TO OFFICE: BLUE RETAINED BY CLIENT**

Client \_\_\_\_\_ Date Week Ending Friday \_\_\_\_\_

Site Location \_\_\_\_\_ Order No. \_\_\_\_\_

**IMPORTANT** Time sheets must be returned to the above address by 5pm on Monday of the following week  
 Any time sheets received after Monday will be processed the following week.

<b>Name of Temporary Worker</b>
_____
_____
<b>Job Title</b>
_____

DAY	START TIMES	FINISH TIMES	BREAK TIMES	TOTAL HOURS
<b>Saturday</b>				
<b>Sunday</b>				
<b>Monday</b>				
<b>Tuesday</b>				
<b>Wednesday</b>				
<b>Thursday</b>				
<b>Friday</b>				
<b>Total Chargeable Hours</b>				
<b>Total Chargeable Mileage</b>				

<b>Attention Signatory</b>
Lunch breaks must be deducted from the total hours signed for per day
Remarks
_____
<b>Important</b>
Please state on final time sheet date at finish <b>AND</b> mark time sheet <b>FINAL</b>
_____

**Health and Safety**

1. I confirm I have received a workplace induction from the client.
2. I confirm I have received Health and Safety information relevant to my assignment from the Client.
3. I confirm I do not have any health and safety concerns regarding this assignment in the Clients workplace.

YOUR SIGNATURE	
CLIENT ORGANISATION	
CLIENT SITE ADDRESS	
AUTHORISED CLIENT SIGNATURE *	
PLEASE PRINT NAME & POSITION OF SIGNATORY	
DATE	

\*Your signature here is authorisation that the hours are correct and the work was performed satisfactorily within the prescribed specification and that you have received and accepted Dutton International's current terms of business.

As part of our quality control policy please be advised that random checks on timesheet hours are carried out.

**Timesheet checklist**

1. Timesheets must be submitted to the above address by 5pm Monday to ensure prompt payment.
2. Any timesheets received after Monday will be processed the following week.
3. Ensure the timesheet fields are all completed correctly to prevent errors and payment delays.



Registered with the CRB  
 No. 21528000000



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