



<b>Name</b>	<b>Job Title</b>	
<b>Ltd company name (If applicable)</b>	<b>Week ending date</b>	
	<b>Friday date</b>	
<b>Job Purchase Order No</b>	<b>Final Timesheet? (To notify the end of your assignment place an F in the box)</b>	

**PLEASE NOTE: NO TIMESHEET NO PAY**

	SAT	SUN	MON	TUE	WED	THU	FRI	TOTAL HOURS
<b>Basic/ Hours Days</b>								
<b>Nights</b>								
<b>Overtime</b>								

**Health & Safety**

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

<b>Your Signature</b>	
<b>Site Location</b>	

<b>Client Organisation</b>	
<b>Authorised Managers Signature</b>	
<b>Name &amp; position of Signatory</b>	
<b>Date</b>	

\*Your signature is authorisation that the hours shown are correct and the work was performed satisfactorily with prescribed specification, and are net of breaks.

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/fax by 5pm Monday to ensure prompt payment
2. Any timesheets received after Monday will be processed the following week
3. Ensure that all boxes are accurately completed to prevent errors in pay or payment delays.