

TIMESHEET



Dutton International
 Garth Works
 Taffs Well
 Cardiff
 CF15 7RN
 Tel: 02920 813333
 Fax: 02920 813000

Name	Job Title
Ltd company name <i>if applicable</i>	Week ending date <i>Friday date</i>
Job Purchase Order No.	Final Timesheet <i>to notify the end of your assignment place an F in the box</i>

	SAT	SUN	MON	TUE	WED	THUR	FRI	TOTAL HOURS
Basic/ Hours Days								
Nights								
Overtime								

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	
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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.



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