|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Details of Representative | Initials: Gemma | Surname: Senior | | Project Title: Credit Control/Finance |
|  | | |  | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Day of wk** | **Date** | **Time worked** | **Start Time** | **End Time** | **Day of wk** | **Date** | **Time worked** | **Start Time** | **End Time** |
| Mon |  |  |  |  | Mon | 17/09/2012 | 4.30 | 9.30 | 3.00 |
| Tues |  |  |  |  | Tues | 18/09/2012 | 7.5 | 8.30 | 5.00 |
| Wed | 29/08/2012 | 7 | 8.30 | 4.30 | Wed | 19/09/2012 | 7 | 10.00 | 6.00 |
| Thurs | 30/08/2012 | 7 | 9.45 | 5.45 | Thurs | 20/09/2012 | 6.5 | 10.30 | 5.30 |
| Fri | 31/08/2012 | 7 | 8.30 | 4.30 | Fri | 21/09/2012 | 5.25 | 9.15 | 3.00 |
| Sat |  |  |  |  | Sat |  |  |  |  |
| Sun |  |  |  |  | Sun |  |  |  |  |
| Wk Total |  | 21 |  |  | Wk Total |  | 30.55 |  |  |
| Mon |  |  |  |  | Mon |  |  |  |  |
| Tues |  |  |  |  | Tues | 25/09/2012 | 7 | 9.15 | 5.15 |
| Wed | 05/09/2012 | 7 | 8.30 | 4.30 | Wed | 26/09/2012 | 7 | 9.45 | 5.45 |
| Thurs | 06/09/2012 | 4 | 9.00 | 2.00 | Thurs |  |  |  |  |
| Fri | 07/09/2012 | sick | sick | sick | Fri |  |  |  |  |
| Sat |  |  |  |  | Sat |  |  |  |  |
| Sun |  |  |  |  | Sun |  |  |  |  |
| Wk Total |  | 11 |  |  | Wk Total |  | 14 |  |  |
| Mon |  |  |  |  | Mon |  |  |  |  |
| Tues | 11/09/2012 | 7 | 9.30 | 5.30 | Tues |  |  |  |  |
| Wed | 12/09/2012 | 7.5 | 9.30 | 6.00 | Wed |  |  |  |  |
| Thurs | 13/09/2012 | 6.75 | 9.45 | 5.30 | Thurs |  |  |  |  |
| Fri | 14/09/2012 | 4 | 1.00 | 5.00 | Fri |  |  |  |  |
| Sat |  |  |  |  | Sat |  |  |  |  |
| Sun |  |  |  |  | Sun |  |  |  |  |
| Wk Total |  | 25.25 |  |  | Overall Total | | 101.80 |  |  |

**AUTHORISATION:**

I Certify that the time shown on this timesheet has been worked, accept that this will form the basis of an invoice which will paid on receipt and accept the Terms and Conditions overleaf.

MANAGERS SIGNATURE STAFF SIGNATURE

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POSITION DATE/TIME

DATE/TIME