



First Name:	Surname:	Contact No.:	Timesheet No.:
Calendar Week Number:	Client Line Manager:	Client Line Mgr Title:	Client:

Timesheets must be completed for every working week. Each Contingent Worker will have 52 timesheets in any 1 full year. Annual leave is to be indicated as "A/L" or "LEAVE", sickness is to be indicated as "SICK" when originally rostered for work and where the roster reflects no work requirement it is to be indicated by "OFF".

Timesheets to be faxed to VHR on +44 (0) 207 231 4771 or emailed to invoices@v-hr.com. Please cc in your VHR Consultant, limited company, line manager and yourself when emailing timesheets.

Day of wk	Date	Start Time	Finish Time	Hours on Shift = A	Deductions (Lunch etc) = B	Total Time = A - B	Approval Signature
MON							
TUES							
WEDS							
THURS							
FRI							
SAT							
SUN							
Totals							

AUTHORISATION: I hereby certify that the time shown on this timesheet has been worked and accept that this will form the basis of an invoice which will be paid on receipt and accept VHR's current terms and conditions.

CLIENT _____ (Name)

CLIENT _____ (Signature)

DATED _____

AUTHORISATION: I hereby certify that the time shown on this timesheet is a true and accurate record of the time that has been worked in this period. I hereby accept VHR's current terms and conditions.

CONTRACTOR _____ (Name)

CONTRACTOR _____ (Signature)

DATED _____