

recruit

it associates

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Timesheet

Contractors Name		Company	
Clients Name		Project manager	
Month		Project	

Week 1		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total days per week	
Start Time	End Time									Days
Week 2										
Start Time	End Time									Days
Week 3										
Start Time	End Time									Days
Week 4										
Start Time	End Time									Days
Week 5										
Start Time	End Time									Days

This time sheet is to be signed by an authorised signatory of the aforementioned company (Client) who thereby confirms satisfactory completion of work carried out. This timesheet may be signed-off 4/5 weekly, or weekly. If signing this 4/5 week block, it is the signatory's responsibility to ensure that the timesheet has been completed in its entirety.

Total number of days per month		
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Signed _____

Date _____

Name _____

Position _____