

TAYLOR • ROOT

GLOBAL LEGAL RECRUITMENT

Fax: 020 7332 2491 Telephone: 020 7415 2828

Client Name

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TIMESHEET

Instructions

Enter Client Name, your name and Week Commencing Date
 Record file number/project and a Description of Work performed each day
 Use 24hr clock and enter start and finish time and total hours worked
 Record time to the nearest 15 minutes worked
 Ensure you deduct any time taken for breaks/lunch

Name of Temporary Worker

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Week Commencing Date

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	File No./Project	Description of Work	Start	Finish	Hours	Mins
Monday						
			Monday	Total		
Tuesday						
			Tuesday	Total		
Wednesday						
			Wednesday	Total		
Thursday						
			Thursday	Total		
Friday						
			Friday	Total		
Sat						
				Saturday	Total	
Sun						
				Sunday	Total	
TOTAL			Week	Total		

Note

Please sign and date your timesheet and ensure that it is approved by your Supervisor and that they retain a copy
 To ensure prompt payment the timesheet must be received by Taylor Root no later than 5:30pm on the following Monday

Name of Supervisor	
Client Signature	
Date	

We confirm that the hours specified above are correct that that we will accept your account for the total chargeable amount in accordance with your Terms of Business

Basic Hours (agency to complete)		
Overtime Hours (agency to complete)		
Premium Overtime (agency to complete)		

I confirm that I have worked the total hours stated above

Temporary Signature	
Date	

Please indicate here if this is your final timesheet for this assignment