

TIMESHEET

Timesheet No.		Week Ending Date																	
Temp Name		Client Name																	
Position		Site																	
Ltd Company <small>(if applicable)</small>		Supervisor																	

Day	Date	Start Time				Finish Time				Hours Worked				Comments	
Saturday				:				:				:			
Sunday				:				:				:			
Monday				:				:				:			
Tuesday				:				:				:			
Wednesday				:				:				:			
Thursday				:				:				:			
Friday				:				:				:			
Total Hours Worked												:			

Hours worked are actual hours payable after deducting breaks

Falsifying timesheets, including claiming excess hours and forging client authorisation, is a fraudulent act and will lead to criminal prosecution

I certify that this timesheet is correct and agree to comply with the terms and conditions of the contract agreed previously.	I confirm the hours given are correct. The standard of work was satisfactory and I accept a charge for these hours. I agree to pay Footprint Freelance in respect of the hours given within 7 days of the invoice date. I confirm that the Terms and Conditions of Footprint Freelance are the sole terms of the contract.	
Temporary Worker Signature	Clients Signature	Print Name