

## TIMESHEET

Please use a new timesheet for each assignment and a new timesheet for each week. Record each day's hours and calculate the total hours worked in the box. After completion, ask the client to sign the timesheet (unsigned timesheets will NOT be accepted). Send the timesheet to the Nottingham Office only, by email [timesheets@harperhr.co.uk](mailto:timesheets@harperhr.co.uk) to reach us no later than MONDAY 1pm. Please note lunch breaks are unpaid.

### PLEASE COMPLETE THE FOLLOWING:

<b>YOUR NAME:</b>	
<b>COMPANY NAME:</b>	
<b>CLIENT CONTACT NAME:</b>	
<b>WEEK ENDING:</b>	

	TIME START	TIME FINISH	LUNCH BREAK	TOTAL HOURS
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
SATURDAY				
SUNDAY				
			<b>TOTAL HOURS WORKED TO BE INVOICED</b>	

<b>NORMAL HOURS</b>		<b>OVERTIME HOURS</b>	
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**A PHYSICAL SIGNATURE OR CONFIRMATION FROM AN AUTHORISED CLIENT EMAIL ADDRESS WILL ONLY BE ACCEPTED**

I, THE UNDERSIGNED, AGREE TO THE ABOVE HOURS AS WORKED BY THE NAMED TEMPORARY. I AM IN RECEIPT OF YOUR TERMS OF BUSINESS AND ACCEPT SAME. I ALSO UNDERSTAND THE PAYMENT OF WAGES AND INVOICING WILL BE MADE TO THE NEAREST QUARTER HOUR (ROUNDED DOWN).

<b>AUTHORISED CLIENT SIGNATURE:</b>	
<b>CLIENT NAME (CAPITALS):</b>	
<b>CLIENT POSITION:</b>	
<b>DATE:</b>	

**PLEASE RETURN YOUR COMPLETED TIMESHEET TO: [timesheets@harperhr.co.uk](mailto:timesheets@harperhr.co.uk)**