



TIMESHEET

The Clock Tower Talbot Street Nottingham NG1 5GG | t: (0115) 850 7575 | f: (0115) 958 2037
 111-113 Friar Gate Derby DE1 1EX | t: (01332) 207575 | f: (01332) 207206
 2-6 York Street Leicester LE1 6NU | t: (0116) 2046400 | f: (0116) 2046401
 e.mail: jobs@harperhr.co.uk

Please use a new timesheet for each assignment and a new timesheet for each week. We will despatch these to you. Record each day's hours and calculate the total hours worked in the box, to the nearest quarter hour expressed as a decimal i.e. 15 mins = 0.25, 30 mins = 0.50 and 45 mins = 0.75. After completion, **ask the client to sign the timesheet (unsigned timesheets will not be accepted)** and leave the blue copy with them. Send the white copy, **to the Nottingham Office only**, either by post, hand, email or fax to reach us no later than **MONDAY 1pm**. Retain the pink copy for your own records. Please note lunch breaks are unpaid.

PLEASE COMPLETE THE FOLLOWING

YOUR NAME: _____

COMPANY NAME: _____

CLIENT CONTACT: _____

WEEK ENDING: _____

	TIME START	TIME FINISH	LUNCH BREAK (IN DECIMAL HOURS)	TOTAL DECIMAL HOURS (MINUS LUNCH)
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
SATURDAY				
SUNDAY				
TOTAL HOURS WORKED TO BE INVOICED				

Normal Hours		Overtime Hours	
--------------	--	----------------	--

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.

Authorised Client Signature: _____

Name (capitals): _____

Position: _____ Date: _____