

Time sheet

Employee Details

EMPLOYEE NAME:

ORDER/PO NUMBER:

EMPLOYEE JOB TITLE:

WEEK COMMENCING:

CLIENT NAME:

CLIENT ADDRESS:

POST CODE:

DAY	START TIME	FINISH TIME	TOTAL	ADDITIONAL PAYMENTS (IF APPLICABLE)
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
STANDARD HOURS WORKED		OVERTIME HOURS WORKED		TOTAL HOURS WORKED

The above hours are correct and authorised. We agree the total amount is chargeable at the rates agreed and accept the terms of business of Upex Employment Ltd.

CLIENT NAME:

CLIENT SIGNATURE:

DATE SIGNED:

Office Use Only

EMPLOYEE NO.	BOOKING NO.	HOURS	HOUR TYPE	CHARGE	PAY