

# TIMESHEET



Contractor Name:

Client Contact:

Client Name:

Week Ending:

Please note: Timesheets Received after **12 noon on Monday** may not be included in payroll that week. Please ensure that this timesheet is completed in full and any alterations are countersigned and emailed to: [admin@syntechrecruitment.co.uk](mailto:admin@syntechrecruitment.co.uk) and/or the original posted to our offices.

**Please state hours as decimal  
(eg ½ hour = 0.50)**

	Start	Break	Finish	Total Basic	O/T 1	O/T 2	Other	Total Hrs
<b>Monday</b>								
<b>Tuesday</b>								
<b>Wednesday</b>								
<b>Thursday</b>								
<b>Friday</b>								
<b>Saturday</b>								
<b>Sunday</b>								
<b>TOTALS</b>								

Notes:

I hereby certify that the above hours are correct and have been worked by me in accordance with my terms of engagement.

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**Temporary Workers Signature**

By signing this declaration you are confirming that the number of hours worked are correct and that work carried out was satisfactory. In the event any candidates are employed on full time basis after being introduced by Syntech Recruitment Limited the client will pay a fee where applicable based on the terms and conditions agreed.

**PLEASE CHECK THIS TIMESHEET CAREFULLY AS YOUR SIGNATURE IS OUR AUTHORITY TO INVOICE THESE HOURS**

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**Authorised Client Signatory**

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**Print Name**

**Email:**  
[admin@syntechrecruitment.co.uk](mailto:admin@syntechrecruitment.co.uk)