

# Timesheet

**Client** Please retain a copy for your files

**Candidate** Please retain a copy for your files and return the original to Vanilla Recruitment no later than **10.00am on Monday** by email to [cbennett@vanillarecruitment.co.uk](mailto:cbennett@vanillarecruitment.co.uk)



NAME:	
Week ending, Sunday:	
CLIENT Company:	
Location:	
Report to:	

## Summary of hours worked:

	Time started	Time finished	Less break	Total hours worked
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
<b>Total weekly hours:</b>				

I certify that the total hours, as detailed above, have been satisfactorily worked and that payment will be made in respect of these according to your terms and conditions of business which I have received and accept as the basis of transaction. Hours are paid and charged to nearest quarter hour.

Client Signature:	
Name:	
Position:	
Date:	

## Comments/ Requests/ Extra Information

(e.g . Explanation of overtime premiums, holiday pay requests, additional authorized payments, etc)