

	<b>Return to:</b> Hewett Recruitment Ltd 1 Bridge Street Kidderminster DY10 1BN <b>Fax: 01562 515214</b> VAT No: 349 2787 12	<b>Annex B - WORK SHEET</b> <i>(please take a copy for your records)</i>
		<b>WORK ORDER REF:</b>
	<b>ASSIGNMENT START DATE:</b>	

<b>Name of Consultancy:</b>	<b>Client:</b>	<b>Week Commencing Date:</b>
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SUMMARY OF HOURS IN WHICH CONSULTANCY SERVICES WERE PROVIDED				
	Time Started	Time Finished	Breaks Taken	TOTAL HOURS
<b>MON</b>				
<b>TUES</b>				
<b>WED</b>				
<b>THURS</b>				
<b>FRI</b>				
<b>SAT</b>				
<b>SUN</b>				
<b>MISC</b>				

FOR OFFICE USE ONLY

*I certify that Consultancy services were provided in accordance with the work order reference above and that the hours/ days recorded are a true and accurate reflection of the total time services were carried out accordingly:*

**SIGNED/ PRINT NAME:** ..... **DATE:** ..... **POSITION:**.....

*I certify that the Consultancy services have been provided in accordance with the total hours/days annotated above and that payment will be made in respect of these according to our terms and conditions of business which have been received and accepted as the basis of this transaction:*

**SIGNED/ PRINT NAME:** ..... **DATE:** ..... **POSITION:**.....

**WORK SHEET COMPLETION GUIDELINES**

- ☐ It is the consultancy's responsibility to ensure that the Work Sheet is completed correctly, it must be signed by both the Consultancy and the Client and returned to our office.
- ☐ All Work Sheets should be submitted by 4pm on Monday. Any Work Sheets received after this time WILL NOT BE PAID UNTIL THE FOLLOWING WEEK.
- ☐ Ask the Client to counter sign & date Work Sheet to authorise the payment of the Consultancy fees.
- ☐ Please ensure the week commencing date corresponds to the current week you are providing services for and the Consultancy and Client name corresponds to the details on your accompanying invoice. Should there be any errors, please notify the office immediately and return it unused.
- ☐ Always use the Work Sheet provided to you by the office.
- ☐ Wherever possible please submit your Work Sheet in electronic format into either of our offices ( Kidderminster or Worcester) or by hand (8.30am to 5pm Monday to Friday) or through the letterbox (out of office hours). All electronic copies should be followed by the submission of the original hard copy.

**ATTACHED INVOICES**

- ☐ Upon completion of the Assignment, or as may be agreed and specified in the Schedule, at the end of each week of the Assignment the Consultancy shall deliver to the Company its invoice and accompanying Work Sheet for the Consultancy Fees due from the Company to the Consultancy giving a detailed breakdown showing the work performed [and the time spent by the Consultancy in providing the Consultancy Services].
- ☐ The Consultancy shall obtain the signature of an authorised representative of the Client as verification of execution of the provision of the Consultancy Service for each of its invoices.
- ☐ The Consultancy's invoice and accompanying Work Sheet must be received by the Company by no later than 1600hrs on Monday following the week to which it relates. The Consultancy's invoice should bear the Consultancy's name, the Consultancy's company registration number and VAT number and should state any VAT due on the invoiced sum.
- ☐ The Company shall not be obliged to pay any fees to the Consultancy unless an invoice and accompanying Work Sheet has been properly submitted by the Consultancy in accordance with this clause 7 of the Agreement and until the Client has verified the execution of the Assignment.