

## TIMESHEET

Week Ending Date :	CLIENT								
Name	D / N	Sat Hrs	Sun Hrs	Mon Hrs	Tues Hrs	Wed Hrs	Thurs Hrs	Fri Hrs	Total Hrs

PLEASE EXCLUDE LUNCH BREAKS FROM HOURS WORKED

Please enter hours worked in **decimals** and to the nearest 15 minutes.

Please return to Scantec **0808 280 0027** or scan and e-mail to [timesheets@scantec.co.uk](mailto:timesheets@scantec.co.uk)

Deadline is 12pm on Tuesday following the week worked.

**CLIENT AUTHORISATION** I certify that the hours worked are correct as shown above and the work performed was done satisfactorily.

**Print Name:** \_\_\_\_\_ **Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Department:** \_\_\_\_\_

## Version Control Information

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### Revision History

Revision Number	Author	Details	Sign Off	Release Date
1	Leanne Stewart	New Document	Gordon Spence	25.10.2018