



## TIMESHEET

Week Ending Sunday Date :	CLIENT :									
Name	D / N	Mon Hrs	Tue Hrs	Wed Hrs	Thu Hrs	Fri Hrs	Sat Hrs	Sun 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 by **12.00 Noon Monday, Return to: 0808 280 0532**

**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

Document Status: **CURRENT** / ARCHIVE / RETAINED  
Storage: **LOCAL INTRANET** / OWNER LOCAL DRIVE / ARCHIVE  
Keywords: TEMPLATE

### Revision History

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