



TIMESHEET

Week Ending Date:	CLIENT							
Name	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total no of days worked

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 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