

Client Name:				Week Ending:			
Client Address:						Tel Number:	
<b>All Hours worked will be defaulted to Supervision Direction and Control (SDC), unless Non-SDC hours are stated below.</b>							
<b>IMPORTANT NOTE: Timesheets received after 6.00 pm on Sunday may not be included in the payroll that week.</b>							
Please ensure that this timesheet is completed IN FULL and email it to <a href="mailto:admin@marcus-stone.uk">admin@marcus-stone.uk</a> Please ensure that all alterations are countersigned and note that if there are queries on any sections then payment may be delayed. Please make sure that the week ending date and the Client name are accurately and clearly printed.							
<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>	
Name	Job Title	Break	Break Finished	Finish Time	Standard Hours	Overtime	<b>Non-SDC Please Tick</b>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
<b>TOTAL HOURS WORKED</b>							
<b>TOTAL HOURS MUST BE COMPLETED PRIOR TO SIGNATURE BY CLIENT</b>							
I confirm and agree that the total hours listed above, including overtime hours have been satisfactorily worked and that payment in respect of these will be made according to your current terms of business which I have received from you and accept as the basis of this transaction.							
<b>I can confirm that I am authorised to approve Non SDC Hours.</b>							
Name:				Position:			
Signature:				Date:			