

Contractors Name \_\_\_\_\_

Address \_\_\_\_\_

Client \_\_\_\_\_

Week Ending \_\_\_\_\_

Monday		Tuesday		Wednesday		Thursday		Friday		Normal	Overtime	Saturday	Sunday	Total
Norm	O/T	Norm	O/T	Norm	O/T	Norm	O/T	Norm	O/T	Hours	hours	Hours	Hours	Days

I certify that the above is a true statement of hours worked

Contractor: **Signature** \_\_\_\_\_

Client's Representative: **Signature** \_\_\_\_\_ **Name** \_\_\_\_\_

These signatures confirm that the work is complete to a good quality standard and that the client is satisfied.  
Workforce Recruitment Ltd will only pay the invoice once the timesheet has both signatures.

**Additional notes:**

Email to: [payroll@workforce.uk.com](mailto:payroll@workforce.uk.com)

***Timesheets and invoices must reach the office by Email no later than 10am on Tuesday.***

*If you work on an hourly rate with arranged overtime rates, please enter the hours worked into the relevant hour's boxes.  
If you work on a flat daily rate please enter a tick or a number 1 in the Norm box, and the total days in the "total days" box*

*If you work through a limited company please ensure that you send an invoice with your timesheets made out to: Workforce Recruitment Ltd , Royal Victoria House, Tunbridge Wells, TN2 5DT. If you work through an Umbrella company, please ensure that you advise them of your hours worked.*

*For any queries please call us... Recruitment Office: 01892 352 179*