



Highbridge Resourcing

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Send your timesheet:  
finance@highbridgeresourcing.co.uk  
[www.highbridgeresourcing.co.uk](http://www.highbridgeresourcing.co.uk)

Tel: 0121 250 4193  
Mobile : 07955 270 944

## Timesheet

### Details

Agency worker Name:	PO Number if required:
Client/Organisation:	Location:

### Hours

	Date	Start Time	End Time	Breaks	Total Day Hours	Total Night hrs or sleepin
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
				<b>Weekly Totals</b>		

### Agency worker Declaration

I certify that the hours shown on this time sheet have been worked and are correct.

Agency Worker Name:	Signed:
Position:	Date:

### Client Authorisation

I certify that the hours shown on this time sheet and any claims for travel expenses claims have been worked and are correct and accept that this will form the basis of an invoice, which will be paid in line with our agreed terms of business.

Manager Name:	Signed:
Position:	Date:



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