

Name _____

W/E Friday _____

Name of company _____

Work Tel No. _____

	Morning		Afternoon		Total hours worked (to nearest 15 minutes)		
	From	To	From	To	Standard time	Double time	Time and a half
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
Total hours worked							

Please send your completed timesheet to timesheets@rowlands.co.uk at the end of your working week, or at the latest the following Monday before 9:30am. Once received, payment will be made by Bank Transfer, as detailed in your assignment pack.

Important note: It is your responsibility to ensure that we receive your timesheet by this deadline. Unfortunately a late timesheet may result in you missing the payroll run and your payment being delayed until the following week.

Client to complete

We certify that the total hours are correct and will accept your account for the chargeable hours shown above. We agree to your Terms and Conditions of Business and accept that your normal fee will be payable should the above named temporary enter our employment within six months of termination of this contract.

Signed (Authorised Signatory) _____

Name _____

Position _____