|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name: |  | Client Name: |  |
|  |  |  |  |
| Site Name/PO Number: |  | Client Address: |  |
|  |  |  |  |
| Week Ending: |  |  |  |
|  |  |  |  |
| Trade: |  |  |  |



**Timesheets received after 1pm on a Tuesday may not be included in the payroll this week. Please ensure to email timesheets to** [**hazel.williams@custodianpeople.co.uk**](mailto:hazel.williams@custodianpeople.co.uk)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Monday | | Tuesday | | Wednesday | | Thursday | | Friday | | Saturday | | Sunday | | **TOTALS**  THE TOTAL OF ROWS B, C & D SHOULD EQUAL ROW A |
| Time  Started |  | |  | |  | |  | |  | |  | |  | |
| Break |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Time  Finished |  | |  | |  | |  | |  | |  | |  | |
| Total Hours Worked (A) |  | |  | |  | |  | |  | |  | |  | |  |
| Total Hours Standard (B) |  | |  | |  | |  | |  | |  | |  | |  |
| O/T Hours (x1.5) (C) |  | |  | |  | |  | |  | |  | |  | |  |
| O/T Hours  (x2) (D) |  | |  | |  | |  | |  | |  | |  | |  |
| Expenses  Mileage & Accommodation  *(if agreed)* |  | |  | |  | |  | |  | |  | |  | |  |

**Client Declaration**

I confirm that the total hours are correct and the people named above have completed the assignment satisfactorily. Payment is to be made in accordance with Recruitment Funding Solutions Terms of Business which I accept as the basis for this transaction**.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Client Name:** | **Client Tel No:** | **Signature:** | **Date:** |