

**NAME:**

**THIS TIMESHEET MUST ARRIVE BY 8AM ON TUESDAY FOLLOWING THE WEEK WORKED**

Enter hours worked in multiples of ¼ hour eg 7, 7¼, 7½, 7¾, 8 etc

Enter holiday: H = paid holiday, U = unpaid holiday

	MON	TUES	WED	THUR	FRI	SAT	SUN	TOTALS
Basic								=
Overtime1								=
Overtime2								=
Overtime3								=
TOTAL HOURS								

Only enter hours worked  
Do not include lunch breaks

ENTER WEEK ENDING DATE (SUNDAY).....

Name of Client (where you are working) .....

**Clients are requested to check details carefully. Please remember that your approval of this timesheet is an irrevocable authority to charge your company for the time claimed**

AUTHORISING SIGNATURE.....DATE.....

PLEASE PRINT NAME.....

**Email to: [timesheets@polytec.co.uk](mailto:timesheets@polytec.co.uk)**

Polytec Personnel Ltd, St John's Innovation Centre, Cowley Road, Cambridge CB4 0WS

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