NAME:

THIS TIMESHEET MUST ARRIVE BY 1PM 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	S
Basic								=		Only enter hours worked Do not include lunch breaks
Overtime1								=		Only enter hours worked o not include lunch break
Overtime2								=		er ho Iude
Overtime3								=		y ento
ENTER WEEK E		·						TOTAL HOURS		On Do n
lame of Clien Clients are re this timeshee	queste	d to che	ck deta	ils carefu	ılly. Ple	ase rem	ember t	hat your ap	proval of	
UTHORISING	SIGNAT	URE					DATE			
PLEASE PRINT	NAME							•••••		
			En	nail to: t	imeshe	ets@po	lytec.co.	uk		

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TOTAL FINER 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	SIGNAT	URE						DATE		
PLEASE PRINT	NAME									

Email to: timesheets@polytec.co.uk