

**Time Sheet**

**Employee Name**

**Client’s Name**

**Address**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Day/ Date** | **Start Time** | **Finish Time** | **Number of Hours** | **Break Start** | **Break****Finish** | **Total****Worked** | **Authorised** **Signature**  |
| Monday |  |  |  |  |  |  | Sign & Date |
| Tuesday |  |  |  |  |  |  | Sign & Date |
| Wednesday |  |  |  |  |  |  | Sign & Date |
| Thursday |  |  |  |  |  |  | Sign & Date |
| Friday |  |  |  |  |  |  | Sign & Date |
| Saturday |  |  |  |  |  |  | Sign & Date |
| Sunday |  |  |  |  |  |  | Sign & Date |

 WEEKDAYS W/ENDS NIGHTS S/IN BANK HOLIDAY

I declare that the information I have given on this form is correct and complete. I understand that if I knowingly provide false information it may result in disciplinary action. By signing this timesheet you are confirming your agreement of our company terms of business

Employee signature Authorised Signature

Employee Name Print Name and Position

Date Authorised

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