



Marcus Donald People Limited – Crystal Gate House 28-30 Worship Street, London, EC2A 2AH
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TIME SHEET

Contractors name:	Job title:
Week ending:	Reporting to:
Clients name:	Work address:
Limited Company name:	

Please keep a copy of this timesheet for your records

Day	Date	Start time am/pm	Finish time am/pm (to the nearest ¼ hr)	(Less) breaks	Hours/days worked	Normal hrs/days (if applicable)	Over time hrs/days (if applicable)
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							

Total:			
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CLIENT DECLARATION:
The above times stated are an accurate record of hours/days worked by the Contractor whose performance over these hours/days has been satisfactory and you are hereby authorised to invoice our organisation at the agreed rate, to receive payment in line with all the clauses and parts of Marcus Donald People Ltd terms and conditions.

Authorised Signature: _____ PRINT NAME: _____

Company: _____

Position: _____ Date: _____