



NAME _____

CLIENT _____

SUPERVISOR _____

SUPERVISOR TEL. _____

WEEK ENDING SUN. _____

PURCHASE ORDER NO. _____

THIS ASSIGNMENT WILL CONTINUE: YES ☐ NO ☐

SUPERVISORS SIGNATURE _____

PRINT _____

DAY	DATE	TIME IN	TIME OUT	LUNCH	REG. HOURS*	OVERTIME**	OTHER
MONDAY	/ /	.	.	:	.	.	.
TUESDAY	/ /	.	.	:	.	.	.
WEDNESDAY	/ /	.	.	:	.	.	.
THURSDAY	/ /	.	.	:	.	.	.
FRIDAY	/ /	.	.	:	.	.	.
SATURDAY	/ /	.	.	:	.	.	.
SUNDAY	/ /	.	.	:	.	.	.
TOTAL (HRS)							
						GRAND TOTAL (HRS)	

* When filling in hours use the 24 hour clock and round to the nearest 15 minutes.

** When filling in overtime hours, multiply your actual hours by time and a half. use the 24 hour clock and round to the nearest 15 minutes.

I certify that the hours shown here are correct and authorise payment according to Nakama's Terms & Conditions of business which I have received and accepted as the basis for this transaction.

COMPLETED TIMECARDS MUST BE SENT TO PAYROLL
EMAIL: ACCOUNTS@NAKAMALONDON.COM

NAKAMA :
3rd FLOOR, 1 FITZROY SQUARE
LONDON W1T 5HF
T: +44 (0) 203 588 4560
E: ACCOUNTS@NAKAMALONDON.COM
W: WWW.NAKAMALONDON.COM

FOR CONTRACTORS Use a separate timecard for each assignment and for each week worked. Each timecard must be signed by your supervisor at the job site. In order to ensure that you are paid, you must email your, signed timecard to Nakama by 1:00pm on Tuesday. Payment will be made by direct deposit into your account by Monday the following week. For your first assignment, please confirm your bank details in writing when your timecard is submitted to ensure prompt payment. Hours worked for the same client in excess of eight per day constitute overtime. Hours worked on Saturday, Sunday and/or a Bank Holiday constitute overtime. Overtime is time and a half the regular rate, unless previously agreed in writing by Nakama and the client. **FOR LIMITED COMPANY CONTRACTOR** Each timecard must also be accompanied by an invoice as stated in our Terms and Conditions. A Consultancy agreement needs to be signed for each new assignment in order for you to be paid. **FOR CLIENT** : Before signing this timecard, please make sure that hours and totals are correct. You will be billed for the hours listed below in accordance with our Terms & Conditions. All of our employees are paid by Nakama Global Limited. Please make no payment directly to our employees. Employees may be contacted for employment through Nakama only, and are supplied in accordance with our Terms & Conditions. In order to contract an employee directly, you must first contact Nakama for applicable Terms & Conditions.