

**TIMESHEET**

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| **Name:** | Matthew Grant Layton | **Period Covered:** |  |
| **Client:** | Standard Chartered Bank | **Week Number:** |  |

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|  | **MON** | **TUE** | **WED** | **THU** | **FRI** | **SAT** | **SUN** | **TOTAL** |
| **START** |  |  |  |  |  |  |  |  |
| **FINISH** |  |  |  |  |  |  |  |  |
| **LUNCH** |  |  |  |  |  |  |  |  |
| **HOURS** |  |  |  |  |  |  |  |  |

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| **IMPORTANT INFORMATION** | |
| * Please provide details of any absences below. * Do not leave any day blank. | * Please ensure all timesheets are completed prior to taking any holiday. |
| **CONTRACTOR INFORMATION** | **FREELANCER INFORMATION** |
| * If you are between contracts please insert the letters ‘BC’ in the relevant fields. * Timesheets must reach Accounts before midday Monday, following the week of work. | * Timesheets must reach Accounts before 10am on the last working Friday or following Wednesday. |
| **If you have any queries, please contact the Accounts Department on the number below.** | |

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| **Date of Absence** | **Date Returned** | **Details of Absence** |
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| **Contractors Signature** |  | **Date** |
|  |  |  |

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| --- | --- | --- |
| **Client Signature** | **Print Name** | **Date** |
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