



Client

Consultant

Date (week commencing)

| Day        | Hours completed      | Location             | Activity / Project (must be filled in) |
|------------|----------------------|----------------------|--|
| Monday     | <input type="text"/> | <input type="text"/> | <input type="text"/>                   |
| Tuesday    | <input type="text"/> | <input type="text"/> | <input type="text"/>                   |
| Wednesday  | <input type="text"/> | <input type="text"/> | <input type="text"/>                   |
| Thursday   | <input type="text"/> | <input type="text"/> | <input type="text"/>                   |
| Friday     | <input type="text"/> | <input type="text"/> | <input type="text"/>                   |
| Saturday   | <input type="text"/> | <input type="text"/> | <input type="text"/>                   |
| Sunday     | <input type="text"/> | <input type="text"/> | <input type="text"/>                   |
| Total days | <input type="text"/> |                      |  |

Notes

**Please note that:**

1. Hours must be recorded correctly in order for bonuses to be paid on time.
2. Failure to include correct information about sickness, holidays and leave may delay the process.
3. Your line manager or business development manager will automatically be copied in when you email your timesheet.
4. Timesheets are needed weekly.
5. Holiday timesheets should be submitted prior to holiday. Unexpected absences (sickness) must be submitted on return to work.

**For client use** (signature approval can be completed via email)

Print name

Signed

Position

Date (yy/mm/dd)

 /  / **NETbuilder Consultant**

Signature

For NETbuilder Ltd

**FAO: David Wilson**

Financial Operations Manager

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Timesheet to be forwarded to the client for authorisation.  
If authorising electronically client should forward to [timesheets@netbuilder.com](mailto:timesheets@netbuilder.com) from their work email address.