

TIMESHEET

Week Ending Sunday

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BLACK INK ONLY PLEASE

Freelancer Name

Hirer Company Name

Notes/Comments

Position

Site

Freelancer Ltd Company
(If Applicable)

Site No/Ref

Hours / Days Worked
(According to Rate Agreed)

*Excluding unpaid breaks

Comments - eg rate, shift, site, PO, other

Mon

Tue

Wed

Thu

Fri

Sat

Sun

Total

~~~~PLEASE COMPLETE WEEK END DATE ABOVE~~~~CLIENT SIGNATURE REQUIRED FOR PAYMENT~~~~

Tick here  
to request  
more  
timesheets

PLEASE NOTE:

ONCE AUTHORISED, THIS TIMESHEET IS  
OUR AUTHORITY TO PAY THE FREELANCER,  
INVOICE AND YOUR UNDERTAKING TO PAY

Authorising Client's Signature

Print Name

Position in company