

Tel: 01733 342068

Email: accounts@cscrecruitment.co.uk

**Payroll Deadline
Tuesday 1pm**

Post: Payroll Department, CSC Recruitment, Asset House, 26-28 Thorpe Wood, Peterborough PE3 6SR Tel: 01733 342 068

TIMESHEET Week Ending Sunday --

DARK INK ONLY PLEASE

Freelancer Name	Hirer Company Name	Notes/Comments
<input style="width: 95%; height: 30px;" type="text"/>	<input style="width: 95%; height: 30px;" type="text"/>	<input style="width: 100%; height: 150px;" type="text"/>
Position	Site	
<input style="width: 95%; height: 30px;" type="text"/>	<input style="width: 95%; height: 30px;" type="text"/>	
Freelancer Ltd Company <small>(If Applicable)</small>	Site No/Ref	
<input style="width: 95%; height: 30px;" type="text"/>	<input style="width: 95%; height: 30px;" type="text"/>	

	Hours / Days Worked <small>(According to Rate Agreed) *Excluding unpaid breaks</small>	Comments - eg shift, site, PO, other
Mon	<input style="width: 70%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>
Tue	<input style="width: 70%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>
Wed	<input style="width: 70%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>
Thu	<input style="width: 70%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>
Fri	<input style="width: 70%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>
Sat	<input style="width: 70%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>
Sun	<input style="width: 70%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>
Total	<input style="width: 70%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>

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

Tick here  
to request  
more  
timesheets

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| <p><b>PLEASE NOTE:</b><br/><b>ONCE AUTHORISED, THIS TIMESHEET IS OUR AUTHORITY TO PAY THE FREELANCER, INVOICE AND YOUR UNDERTAKING TO PAY</b></p> | <input style="width: 95%; height: 30px;" type="text"/><br>Authorising Client's Signature<br><input style="width: 95%; height: 30px;" type="text"/><br>Print Name<br><input style="width: 95%; height: 30px;" type="text"/><br>Position in company |
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