



# Daily Timesheet

"AMAT VICTORIA CURAM" Success is Gained by Careful Attention.

**Personal Details:**

Name: \_\_\_\_\_ Client: \_\_\_\_\_  
 Position: \_\_\_\_\_ Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Report to: \_\_\_\_\_  
 Title: \_\_\_\_\_

**IMPORTANT:** All timesheets must be returned by 12.00pm MIDDAY ON TUESDAY in order to get paid on Friday. Timesheets received after this will be processed the following week

Date of Week End:	/ / 2 0						
	Mon	Tue	Wed	Thur	Fri	Sat	Sun
Date							
Start Time							
Finish Time							
Breaks							
Overtime							
Total							

**Total Hours this week** \_\_\_\_\_

**Client Signature**

I hereby certify that the total hours signed for are a correct record of the hours worked. I also confirm that the Client Company will make payment within fourteen days of invoice.

Authorised Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_  
 Title: \_\_\_\_\_ Code (if applicable) \_\_\_\_\_ Date: \_\_\_\_\_

**NOTES TO CLIENT:** Signature on the timesheet confirms acceptance of 3Q Recruitment Charge Rates and terms & conditions also confirms satisfaction of the duties carried out.