

Contractor's Time Sheet

Accounts: Unit 23, Wrotham Business Park, Barnet, Herts, EN5 4SZ
 Tel: 020 8344 2844
 Fax: 020 8440 0687



Contractor's Name:

Company:

Ltd Co. Name:

Week Ending:

	Standard Rate	OT Rate (if applicable)	Weekend	Night
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
TOTAL				

Contractor:

Signed:

Date:

It is your responsibility to ensure we receive your timesheet by 12 noon on the Tuesday.
 (For Ltd Co. CONTRACTORS invoices must be received by 9.30am Wednesday)
 Late time sheets / invoices will be paid the following week.

Client Authorisation:

Signed:

Date:

Please note that the client signature is acceptance by the Client of Saints Personnel's terms of business and that the contractors work has been carried out to a satisfactory standard and Saints Personnel will raise an invoice for payment against the hours on the timesheet.

Copy 1: Return to Saints Personnel

Copy 2: To be retained by the Contractor

Copy 3: To be retained by the Client