

PLEASE FAX TIMESHEET TO: **0871 522 7886**
 OR EMAIL TO: **TIMESHEETS@AUTOTECHRECRUIT.CO.UK**

Contractor Name:

John Smith

Week Ending:

(Sunday's Date)

0	8	0	6	1	4
D	D	M	M	Y	Y

NOTE TO CONTRACTOR: The days/hours below reflect accurately the work performed and will be used for invoicing and as such must be signed for by Client and Contractor below.

Enter hours worked per day to nearest half hour (whole hour in left box, half hour in right, eg. .
 You must enter total number of hours at end, eg. .

Rates	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Hourly	<input type="text" value="8"/> <input type="text" value="0"/>	<input type="text" value="8"/> <input type="text" value="0"/>	<input type="text" value="8"/> <input type="text" value="0"/>	<input type="text" value="8"/> <input type="text" value="0"/>	<input type="text" value="8"/> <input type="text" value="0"/>	<input type="text" value="8"/> <input type="text" value="0"/>	<input type="text" value="0"/> <input type="text" value="0"/>	= <input type="text" value="48"/> <input type="text" value="0"/> Hours

Please enter the number of MOTs/retests completed on each day.

Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
<input type="text" value="4"/>	<input type="text" value="9"/>	<input type="text" value="7"/>	<input type="text" value="4"/>	<input type="text" value="10"/>	<input type="text" value="9"/>	<input type="text"/>	= <input type="text" value="43"/>

NOTE TO CLIENT: Your signature below shall indicate agreement and satisfaction with both the amount and standard of work, and shall constitute an undertaking to pay in accordance with Autotech Recruit Ltd. Standard Terms of Business unless agreed otherwise in writing.

<u>AUTO GARAGE</u> Company (Branch)	<u><i>BWhite</i></u> Client Authorisation Signature
<u>08/06/2014</u> Date	<u>BARRY WHITE</u> Client Authorisation Name (Print)

JSmith
Contractor Signature

All timesheets **MUST BE** received no later than 9am on Monday following the end of the week worked, in order for payment to be processed for that Friday. All **EXPENSE FORMS MUST BE** submitted directly to your umbrella payment company according to their deadlines for receiving such information.