



80 Coleman Street, London EC2R 5BJ

Direct: 0207 653 8981

Office: 0207 653 8980

Name:

Client Name:

Wk Ending Friday:

E-mail: anthony@hire-ground.co.uk

Web: www.hire-ground.co.uk

- Please complete your full name, client name and the week ending date.
- On a daily basis, enter the start and finish time followed by the total hours to the nearest 15 minutes.
- Deduct all breaks including lunch breaks.

DAY	START	FINISH	LUNCH HOUR/ BREAKS – Deduct from hrs worked	HOURS WORKED
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
TOTAL HOURS				

Please sign and date your timesheet and ensure your supervisor signs your timesheet. Please fax a copy to Hire Ground by Monday 10.00am to ensure payment. Please note it is your responsibility to ensure that Hire Ground receives your timesheet.

TO BE COMPLETED BY THE CLIENT (By signing this Timesheet you agree to our Terms and Conditions of Business) – <u>minimum assignment is 4 hours</u>	
Contact name:	Position:
Client signature:	Date:
TO BE COMPLETED BY THE CANDIDATE	
I declare that the contents of this timesheet are true. In the event of a dispute regarding claimed hours/days, I will be liable to repay any overstated amount unless the timesheet has been duly authorised by the client.	
Name:
Signature:	Date: