



# creative recruitment timesheet

Name of Freelancer \_\_\_\_\_

Are you a LTD C°  otherwise PAYE (Tax & NI taken at source)  Your Ltd C° Name: \_\_\_\_\_

Are you Self Employed/Sole Trader  If yes please send us a copy of your client invoice with this timesheet

Client \_\_\_\_\_

Client Address \_\_\_\_\_

Contact Name \_\_\_\_\_

Department \_\_\_\_\_

Contact Telephone N° \_\_\_\_\_

Week Ending \_\_\_\_\_

Complete the boxes using the 24 hour clock rounding hours to the nearest quarter of an hour. Overtime must be agreed in writing beforehand.

DAY	date	Start	Finish	Breaks	Total hours Worked	Normal Hours	Overtime 1	Overtime 2
MON								
TUES								
WED								
THU								
FRI								
SAT								
SUN								
<b>TOTAL</b>								

To be completed by client

Client's signature

X

I certify that the total hours shown here have been satisfactorily worked and that the payment will be made in respect of these in accordance with Creative Recruitment Limited's Terms & Conditions of Business, which forms the basis of this transaction.

Name \_\_\_\_\_

Client C° Name \_\_\_\_\_

Date \_\_\_\_\_

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DEADLINE FOR SUBMISSION OF TIMESHEETS IS 10.00 am MONDAY MORNING. PLEASE FAX THIS SHEET BACK TO US ON 020 3 137 0200.

FOR OFFICE USE ONLY

Week Ending \_\_\_\_\_

Consultant \_\_\_\_\_

Ltd C°  PAYE

	Bill	Pay	N° Hours	Total Charged	Total Paid
Normal					
Overtime 1					
Overtime 2					
Total					
<b>Final Total (before deductions)</b>					