

Time sheet

Candidate Details

CANDIDATE NAME:

ORDER/PO NUMBER:

CANDIDATE JOB TITLE:

WEEK COMMENCING:

CLIENT NAME:

CLIENT ADDRESS:

POSTCODE:

DAY	START TIME	FINISH TIME	TOTAL	ADDITIONAL PAYMENTS (IF APPLICABLE)
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
SATURDAY				
SUNDAY				
STANDARD HOURS WORKED		OVERTIME HOURS WORKED		TOTAL HOURS WORKED
The above hours are correct and authorised. We agree the total amount is chargeable at the rates agreed and accept the terms of business of the Upex Group Ltd.				

Client Name:

Client Signature:

Date Signed:

OFFICE USE ONLY					
EMPLOYEE NO.	BOOKING NO.	HOURS	HOURLY TYPE	CHARGE	PAY