

## Timesheet



Week Ending: Sunday ...../...../.....

### TEMPORARY WORKER DETAILS

LOCATION

Name

Job title

Signature

Date

|           |  | Time in |     | Time Out |     | Break |     | Total |     |
|-----------|--|---------|-----|----------|-----|-------|-----|-------|-----|
|           |  | Hrs     | Min | Hrs      | Min | Hrs   | Min | Hrs   | Min |
| Monday    |  |         |     |          |     |       |     |       |     |
| Tuesday   |  |         |     |          |     |       |     |       |     |
| Wednesday |  |         |     |          |     |       |     |       |     |
| Thursday  |  |         |     |          |     |       |     |       |     |
| Friday    |  |         |     |          |     |       |     |       |     |
| Saturday  |  |         |     |          |     |       |     |       |     |
| Sunday    |  |         |     |          |     |       |     |       |     |
|           |  |         |     |          |     |       |     |       |     |

A completed timesheet must reach the Spectacare office signed by the client and temporary worker no later than 9am Monday or payment will be delayed until the following week.

*Spectacare reserves the right to withhold payment until the hours can be verified by the client. Your timesheet can be sent via email to: [info@spectacare.co.uk](mailto:info@spectacare.co.uk)*

*Please ensure you have deducted breaks and totaled the hours to the nearest 15 mins correctly before signing. Final total should be entered in decimal e.g. 37.50 instead of 37 ½*

### CLIENT AUTHORISATION

*I hereby certify that the hours worked are correct and the work was completed to the client's specifications and standards. I understand that this timesheet, along with the confirmation of the order and rates, will be used to calculate the client's invoice. I accept Spectacare terms of business. I confirm that I am authorized to sign on behalf of the client.*

Name

Job Title

Company

Unit/Ward

Signature

Date

Any questions? Please contact Spectacare. on:

Phone: +441213188657

Email: [info@spectacare.co.uk](mailto:info@spectacare.co.uk)

Website: [www.spectacare.co.uk](http://www.spectacare.co.uk)