

# TIMESHEET

PLEASE EMAIL ALL TIMESHEETS TO  
admin@ninetyonesolutions.co.uk



ninety one  
solutions

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**IMPORTANT NOTE: all timesheets must be sent no later than Monday in order to be paid the same week (Friday)**

**ALL TIMESHEETS MUST BE SIGNED BY CLIENT TO ENSURE PAYMENT**

Operative Name:

Week Ending:

Company/Client:

Signed by:

Job Description:

	Site Name/Job Nr	Time Started Work	Breaks	Time Finished Work	Total Hours Worked
Monday	<input type="text"/>	<input type="text"/>	<input type="text" value="mins"/>	<input type="text"/>	<input type="text"/>
Tuesday	<input type="text"/>	<input type="text"/>	<input type="text" value="mins"/>	<input type="text"/>	<input type="text"/>
Wednesday	<input type="text"/>	<input type="text"/>	<input type="text" value="mins"/>	<input type="text"/>	<input type="text"/>
Thursday	<input type="text"/>	<input type="text"/>	<input type="text" value="mins"/>	<input type="text"/>	<input type="text"/>
Friday	<input type="text"/>	<input type="text"/>	<input type="text" value="mins"/>	<input type="text"/>	<input type="text"/>
Saturday	<input type="text"/>	<input type="text"/>	<input type="text" value="mins"/>	<input type="text"/>	<input type="text"/>
Sunday	<input type="text"/>	<input type="text"/>	<input type="text" value="mins"/>	<input type="text"/>	<input type="text"/>

**TOTAL HOURS FOR THE WEEK:**

**EXPENSES & ADDITIONAL PAYMENTS:**

Signature/Authorisation below to be completed by the client only. We confirm that these hours/shifts have been worked to our satisfaction. We can confirm that payment will be made in accordance with your Terms of Business.

Signature/Authorisation:

Name:

Position:

Date: