



Recruitment Specialists

TEL: 0191 469 2409 FAX: 0191 469 4769 or 0870 889 5360

CDM TIMESHEET

Name:

Client Name & Address: Location:

Order Number: Ordered by: Week Ending Date:

Table with columns: DAY, Date, Basic Hours/Mins, Overtime Hours Worked (Overtime 1, Overtime 2), Expenses. Rows for SUN, MON, TUE, WED, THUR, FRI, SAT, and a summary row for Confirmed Total Hours for Invoicing and TOTAL EXPENSES.

We certify that the total hours worked above are correct and that we accept your invoice for the chargeable hours agreed.

SIGNED: POSITION:

PRINT NAME: DATE:

The attention of the client is drawn to the Terms & Conditions of Business, which govern all contracts. All timesheets are to be returned no later than 11.00am on Monday following the current week.

Clients authorised signatory to retain copy for information purposes.

16 Blue Sky Way, Monkton Business Park, Hebburn, Tyne & Wear, NE31 2EQ