

TIMESHEET

Week Ending Sunday Date :		CLIENT :								
Name	D / N	Mon Hrs	Tue Hrs	Wed Hrs	Thu Hrs	Fri Hrs	Sat Hrs	Sun Hrs	Total Hrs	

PLEASE EXCLUDE LUNCH BREAKS FROM HOURS WORKED
Please enter hours worked in **decimals** and to the nearest 15 minutes.

Please return to timesheets@scantec.co.uk
Deadline is 12.00 Noon Monday.

CLIENT AUTHORISATION I certify that the hours worked are correct as shown above and the work performed was done satisfactorily.

Print Name: _____ **Signed:** _____

Date: _____ **Department:** _____