

TIMESHEET

Week Ending Date:	CLIENT							
Name	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total no of days worked

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

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:** _____