

TIMESHEET

| Week Ending Date : | | CLIENT | | | | | | | | |
|--------------------|-------|---------|---------|---------|----------|---------|-----------|---------|-----------|--|
| Name | D / N | Sat Hrs | Sun Hrs | Mon Hrs | Tues Hrs | Wed Hrs | Thurs Hrs | Fri Hrs | Total Hrs | |
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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 12pm on Tuesday following the week worked.

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:** _____

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