TIMESHEET

Week Ending Date :	CLIENT							
Name	D/N	Sat Hrs	Sun Hrs	Mon Hrs	Tues Hrs	Wed Hrs	Thurs Hrs	Fri 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 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:** _____