



**TIMESHEET** Orchard House 77 Wavers Marston, Bham. B37 7GL. F: 0121 779 5476

Week Ending Sunday

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<b>Worker Name</b>	<b>Payroll Number</b>

<b>Client</b>	<b>Contact</b>

<b>Work Address</b>	<b>Client P / O No.</b>	<b>Client Cost Code</b>

	MON	TUES	WED	THURS	FRI	SAT	SUN	
<b>Start</b>	:	:	:	:	:	:	:	
<b>Finish</b>	:	:	:	:	:	:	:	
<b>Breaks</b>	:	:	:	:	:	:	:	<b>TOTALS</b>
<b>Standard Hours</b>	:	:	:	:	:	:	:	
<b>Overtime Hours</b>	:	:	:	:	:	:	:	
<b>TOTAL HOURS</b>	:	:	:	:	:	:	:	

**Expenses or Bonuses**

<b>Amount</b>	<b>Reason</b>

**Worker declaration:** I hereby confirm that the hours and expenses claimed as above represent actual hours worked and/or expenses incurred by me while carrying out my duties at work. I understand that monies fraudulently claimed will be investigated and may lead to legal action.

Worker Signature \_\_\_\_\_ PRINT \_\_\_\_\_ Date \_\_\_\_\_

**Client Confirmation:**

I confirm that the hours claimed as above have been satisfactorily worked and payment will be made in respect of these as per Orchard Oak Recruitment LTD Term and Conditions of Business which I accept.

Client Signature \_\_\_\_\_ PRINT \_\_\_\_\_ Date \_\_\_\_\_

Position/Dept \_\_\_\_\_

**Internal**

<b>Assignment Number</b>	
<b>PO Number</b>	
<b>Basic Hours</b>	
<b>OT 1</b>	
<b>OT 2</b>	
<b>OT 3</b>	
<b>OT 4</b>	