|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Client Name** |  | **Client contact** |  | **Week ending date** |  |
| **Site** |  | |



Unit C4 Moorfield Point

41 Moorfield Road

Guildford

GU1 1RU

Tel: 01628 560468 Fax: 01628 460042 Email: timesheets@corepeopleltd.co.uk

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Operative name |  | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | **Total** |
|  | **Basic Hours** |  |  |  |  |  |  |  |  |
| **Overtime Hours** |  |  |  |  |  |  |  |  |
| **Total Hours** |  |  |  |  |  |  |  |  |
|  | **Basic Hours** |  |  |  |  |  |  |  |  |
| **Overtime Hours** |  |  |  |  |  |  |  |  |
| **Total Hours** |  |  |  |  |  |  |  |  |
|  | **Basic Hours** |  |  |  |  |  |  |  |  |
| **Overtime Hours** |  |  |  |  |  |  |  |  |
| **Total Hours** |  |  |  |  |  |  |  |  |
|  | **Basic Hours** |  |  |  |  |  |  |  |  |
| **Overtime Hours** |  |  |  |  |  |  |  |  |
| **Total Hours** |  |  |  |  |  |  |  |  |
|  | **Basic Hours** |  |  |  |  |  |  |  |  |
| **Overtime Hours** |  |  |  |  |  |  |  |  |
| **Total Hours** |  |  |  |  |  |  |  |  |
|  | **Basic Hours** |  |  |  |  |  |  |  |  |
| **Overtime Hours** |  |  |  |  |  |  |  |  |
| **Total Hours** |  |  |  |  |  |  |  |  |
|  | **Basic Hours** |  |  |  |  |  |  |  |  |
| **Overtime Hours** |  |  |  |  |  |  |  |  |
| **Total Hours** |  |  |  |  |  |  |  |  |
|  | **Basic Hours** |  |  |  |  |  |  |  |  |
| **Overtime Hours** |  |  |  |  |  |  |  |  |
| **Total Hours** |  |  |  |  |  |  |  |  |

The time sheet must be returned to Core People no later than 12.00pm on the Monday after the week in which the above hours were worked. Unfortunately, the operative’s payment may be delayed if this time sheet is not returned on time. I/We confirm that hours given are correct after any breaks taken. The standard of work was satisfactory, and we accept a charge for these hours and any due expenses or other costs indicated above. I/We agree to pay Core People in respect of the hours given within the payment terms agreed by both parties. I/We confirm that Core People’s terms and conditions are the sole terms of this contract.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Signed** |  | **Position** |  | **Date** |  |
| **Print Name** |  |