



Intec Recruitment Services Ltd
 Unit 4 Midas House, Calleva Park, Aldermaston, Berks RG7 8EA
 Tel: 0118 981 1110 Fax: 0118 981 7888 Email: timesheet@intec-recruitment.co.uk

CONTRACTOR TIMESHEET

Name

Ltd Co Name (if applicable)

Client

Week Ending

	Standard Rate Hours	Overtime Rate Hours	Weekend Rate Hours	Night Rate Hours
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
TOTALS				

Contractor Approval

Please ensure we receive your timesheet by 12.00 noon on Wednesday for payment on the following Friday.

If you wish to be paid for any holiday (applicable only to PAYE Contractors), please indicate on the timesheet with 'H' in the relevant box.

Signed Date.....

Client Approval

CLIENTS are requested to check the above details carefully. Your signature on this timesheet is our authority to charge your company for the hours claimed and is confirmation of your company's acceptance of our conditions of hire (a copy is available on request).

Name

Position in company

Signed Date.....