



## TIMESHEET

Name of candidate : \_\_\_\_\_  
 Position : \_\_\_\_\_  
 Company where placed : \_\_\_\_\_  
 Week ending date (Friday) : \_\_\_\_\_

PLEASE ENSURE THAT YOU USE 24 HOUR CLOCK WHEN COMPLETING THIS TABLE. ALWAYS KEEP A COPY FOR YOUR RECORDS. PLEASE SEND COMPLETED TIMESHEETS BY END OF THE MONTH. FAILURE IN COMPLETING THE TIMESHEET PROPERLY WILL RESULT IN DELAYED PAYMENT.

	START TIME	LUNCH	FINISH TIME	STANDARD HOURS WORKED	OVERTIME HOURS WORKED
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
SUNDAY					

Total standard hours worked : \_\_\_\_\_  
 Total overtime hours worked : \_\_\_\_\_  
 Total hours worked : \_\_\_\_\_

To be completed by client:

### CERTIFICATE OF HOURS WORKED

I certify that the total hours worked, including total overtime hours worked, have been satisfactorily worked and that payment in respect of these will be made according to your terms of business which I have received from you and accept on the basis of this transaction.

Authorised signature : \_\_\_\_\_  
 Print name : \_\_\_\_\_  
 Position : \_\_\_\_\_  
 Date : \_\_\_\_\_