



TIMESHEET

Client:	Week Ending Sunday
	Chargeable Expenses Incurred £
Client contact:	
Name of Contractor:	

Hours Worked (To nearest quarter of an hour per day)					
	Hours Worked at Standard Rate	Authorised Additional Hours Rate 1	Authorised Additional Hours Rate 2	Other	Total
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
	Total hours worked				

It is confirmed that:

1. The hours shown on this timesheet have been worked and that payment is due
2. We have received and accepted the (deNovo Associates Ltd) terms of business
3. This signed timesheet will form the basis of an invoice payable on receipt

Contractor Signature:..... Date:

Authorised Client Signature Date

Name (Print) Position

NB: It is advisable to keep detailed records of work completed during the week.