

Contractor Timesheet



**OTV House
East Wing
Wokingham Road
Bracknell
Berkshire
RG42 1NG**

Contractor Name		Client Name					Week Ending Date	
Branch		Personnel No.			Assignment No.			
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
Time in								
Break								
Time out								
Basic Hours								
Overtime - 1/5								
Overtime - 1/4								
Overtime - 1/3								
Overtime - 1/2								
Double Time								
Other								
Callout								
Totals								

TEKsystems is a division of Allegis Group Ltd. Allegis Group is an Employment Business and Agency

Timesheets must be approved by an authorised client signature and received at TEKsystems' Head office by 5pm Monday following the week worked to ensure payment.

FAX : 03333 455 522

Tel : 03333 455 505

Bracknell: bracknellFS@teksystems.co.uk | Dublin: dublinFS@teksystems.co.uk
 Edinburgh: edinburghFS@teksystems.co.uk | London: londonFS@teksystems.co.uk
 Midlands: midlandsFS@teksystems.co.uk

Signatures

Sign and print your name

Contractor Signature

By signing, I certify that to the best of my knowledge the information I provided is accurate and true.

Date

Client Signature

Date

Client Position