

**TIMESHEET**



**KINGSTON BARNES**  
Specialist Recruitment Solutions

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WEEK ENDING DATE (SUNDAY) :-

CLIENT/COMPANY NAME:

SITE ADDRESS

SITE SUPERVISOR:

WORKERS NAME

JOB TITLE

TIMESHEET NUMBER

CLIENT PURCHASE ORDER No.

**CERTIFICATE OF HOURS WORKED**

	Date	Start	Finish	Breaks	Total Hours	Total Overtime	Comments / Expenses
<i>Example</i>	12/12/12	09:00	17:30	0.30	08.00	00.00	
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
TOTAL HOURS							

We certify that the hours worked above are correct, the correct breaks have been deducted and that the works carried out by the named operative during those hours have been carried out to our complete satisfaction. I confirm that payment will be made according to the Kingston Barnes "Terms of Business", which I have received from you and accept as the basis of this transaction. Copies of these terms are available on request and also at [www.kingstonbarnes.com](http://www.kingstonbarnes.com).

Client Name:	Position:
Client Signature:	Date:

**PLEASE RETURN YOUR COMPLETED TIMESHEET NO LATER THAN MONDAY 5PM**