

**NAME:**

**THIS TIMESHEET MUST ARRIVE BY 1PM ON TUESDAY FOLLOWING THE WEEK WORKED**

Enter hours worked in multiples of ¼ hour eg 7, 7¼, 7½, 7¾, 8 etc

Enter holiday: H = paid holiday, U = unpaid holiday

	MON	TUES	WED	THUR	FRI	SAT	SUN	TOTALS
Basic								
Overtime1								
Overtime2								
Overtime3								
TOTAL HOURS								

Only enter hours worked  
Do not include lunch breaks

ENTER WEEK ENDING DATE (SUNDAY).....

Name of Client (where you are working) .....

**Clients are requested to check details carefully. Please remember that your approval of this timesheet is an irrevocable authority to charge your company for the time claimed**

AUTHORISING SIGNATURE.....DATE.....

PLEASE PRINT NAME.....

**Email to: timesheets@polytec.co.uk**

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