

Timesheet:

All sections including client confirmation must be completed for this timesheet to be valid. Please ensure timesheets are sent on a weekly basis by email. Scan copy to payroll@up247services.co.uk. Fax: 01332 300 339. To ensure prompt payment, completed timesheets must be submitted by **10pm Friday**.

Your Full Name						
Client Name						
Specialism(Role)						
Day	Date	Start Time	Finish Time	Length of Break	Hours Worked	Client initials
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
				TOTAL		

Candidate declaration:

I hereby confirm that the above is a true and accurate record of work undertaken

Candidate Signature _____

Client Confirmation

I confirm that the above hours are correct and the temporary worker undertook his/her duties in a competent manner. I confirm acceptance of Up24 SEVEN Service Ltd terms of business and I understand that my signature to these hours will constitute the raising of an irreversible invoice or payment within 28 days in accordance with Up24 SEVEN Service's Terms and conditions.

Signature _____ **Print Full Name** _____

Position _____ **Date** _____

Should you wish to confirm receipt, please telephone 01332 300 375 /07792 904809/ 07595421359