

**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 [admin@up247services.co.uk](mailto:admin@up247services.co.uk). To ensure prompt payment, completed timesheets must be submitted by **10pm Friday**.

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

**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 582949 /07792 904809/ 07595421359