



legal & executive recruitment

TIMESHEET

Please print clearly in CAPITAL LETTERS

PERIOD:

CLIENT:

EMPLOYEE:

Table with 6 columns: DAY, DATE, HOURS FROM Start Time, HOURS TO Finish Time, TIME TAKEN FOR LUNCH, CLAIMABLE HOURS. Rows include MONDAY, TUESDAY, WEDNESDAY, THURSDAY, FRIDAY, WEEKEND, and a total row.

CONSULTANT: I agree that this is a true and accurate record of my claimable hours.

CLIENT: I have checked this timesheet and agree its accuracy. I am authorised to sign this record on behalf of my company.

SIGNATURE:

SIGNATURE:

NAME:

NAME:

DATE:

DATE:

Please fax the completed time sheet to Legal People on 029 20 464 461

Original copy needs to be posted to Legal People at the Cardiff address to the right.

2nd Floor
Longcross Court
47 Newport Road
Cardiff CF24 0AD

Contact information table with rows for tel, fax, e-mail, and web.