

W/E FRIDAY:



Bauhaus Consultants Limited

Bowdon House / Scott Drive / Altrincham / Cheshire / WA15 8AB / Tel: 0161 923 9050 / Fax: 0845 226 1637
E Accounts3@bauhausconsultants.com / www.bauhausconsultants.com / Registered in England: 4876847

TIME SHEET

CLIENT ORDER NO:	REPORT TO:
CLIENT ADDRESS:	NAME:

CERTIFICATE OF HOURS WORKED

	From Start Time	To End Time	Overtime	Total Hours	Less Breaks	Authorised Travel Time	Chargeable Hours/Days
SATURDAY							
SUNDAY							
MONDAY							
TUESDAY							
WEDNESDAY							
THURSDAY							
FRIDAY							
TOTAL HOURS TO BE CHARGED							

I certify that the total number of hours has been satisfactorily worked and the correct breaks have been deducted. I confirm that payment will be made according to your terms of business which I have received from you and accept as the basis of this transaction.

NAME:	POSITION:
CLIENT SIGNATURE:	DATE:

CLIENT USE ONLY

CLIENT PLEASE NOTE:

PLEASE RETAIN A COPY OF THIS TIMESHEET WHICH YOU CAN USE TO CROSS REFERENCE WITH THE INVOICE THAT WILL BE SENT NEXT WEEK. THE INVOICE WILL BE DUE FOR SETTLEMENT WITHIN THIRTY DAYS AS PER OUR AGREED TERMS OF BUSINESS.