

Name

Job Title



Reporting to

Plant No.

Week Ending

Site Address

Zeus Personnel Limited
Unit 3 Calder Ave, Longridge, Preston PR3 3HT
Tel. 0330 057 5950
Email. timesheets@zeuspersonnel.com

TIMESHEET

A signed Timesheet must be sent in to the office no later than 9am Tuesday or payment could be delayed until the following week.

Please note, we reserve the right to withhold payment until hours can be verified by the end client.

Day	Start Time		Finish Time		Less Breaks		Hours Worked		
	Hours	Minutes	Hours	Minutes	Hours	Minutes	Hours	Minutes	
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									
Please ensure all breaks are noted and deducted							Total Time Worked		

TO BE COMPLETED BY CLIENT

The quality of the work is deemed the responsibility of the client. I hereby certify that the above hours are correct, and the work was completed to a satisfactory standard. I confirm I am authorised to sign on behalf of the client and understand that an invoice will be generated along with this signed timesheet and cannot be subsequently disputed for hours or quality of workmanship. I confirm I have read and accepted the Terms of Business.

Name

Position

Company

Contact No.

Date

Signed

Please email your timesheet to timesheets@zeuspersonnel.com no later than 9am Tuesday morning.

Any questions please call our main office on 0330 057 5950



Company Reg no: 11203399