

**MONTHLY TIMESHEET**

**Contractor Name:** \_\_\_\_\_ **Client & Location:** \_\_\_\_\_

**Month:** \_\_\_\_\_ **Supervisor Name:** \_\_\_\_\_

DAY	BASIC	NIGHTS	OVERTIME	DAY	BASIC	NIGHTS	OVERTIME
1				17			
2				18			
3				19			
4				20			
5				21			
6				22			
7				23			
8				24			
9				25			
10				26			
11				27			
12				28			
13				29			
14				30			
15				31			
16				<b>TOTAL</b>			

**Additional Information:**

I certify that the above hours have been worked by myself under instruction of the client and in conjunction with my contract of services with JMC Recruitment Solutions Ltd.

**Print Name:** \_\_\_\_\_

**Contractor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

I certify that the hours shown above have been satisfactorily worked by the above named contractor and accept that this will form an invoice which will be paid on receipt in conjunction with the agreed terms and conditions.

**Client Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

All timesheets must be fully completed, authorised and reach the payroll department no later than Monday at 11am. If you are unable to meet this deadline then please contact us to discuss whether or not adjustments can be made.

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