



TIME SHEET FAX NUMBER: 01303 851104

EMAIL: payroll@sls-jobs Tel: 01303 852179

Name:			
Client/ Contractor:			
Site Address:			
Week Commencing Monday:		P/O Number (if required)	

	Hours on site	Breaks (to be deducted)	TOTAL PAYABLE HOURS
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			
			Total:

Site Signature		Site Managers Telephone Number:
Site Print Name		

Site Labour Supplies Ltd can confirm that we have checked the above workers identity and eligibility to work in the UK and that they have the relevant skills, training and qualifications required to perform the duties and also that they have confirmed to us that they are willing to do the work that they are being introduced or supplied to do.

ONLY HOURS FROM THE TOTAL COLUMN WILL BE PAID AND CHARGED
(This should be worked out by taking Breaks from Hours on site)

The client agrees by signing this timesheet to be bound by our terms of business and agree to pay for the hours above at the agreed charge rate.

This timesheet must be signed on your last day of each weeks work normally (Friday). Please make sure you carry a timesheet with you every day just in case a job finishes midweek. It must then be sent to us asap.

Any timesheet sent to us after Monday evening can delay payment until the following week.