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 Email: timesheets@acr-ltd.co.uk

Candidate Name:	
Client Name / Site:	
Position:	
Week Ending Date (Sunday):	

Day	Hours worked
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	
Total Hours	

To be read by client	To be signed by client
<p>I certify that the number of hours recorded have been satisfactorily worked and the payment in respect of these (including any overtime which may be due) will be made according to the terms & conditions which have been agreed as the basis of this transaction.</p>	<p>Print Name:</p> <p>Signature:</p> <p>Date:</p>

Your payment cannot be processed for payment Friday unless your timesheet has arrived with us no later than 10.00am on Tuesday following the week end, by fax, e-mail, or post.