

# Timesheet - Weekly

## Client Information

<b>Name</b>	
<b>Address</b>	
<b>Tel</b>	
<b>Report to</b>	

## Contractor Information

<b>Name</b>	<b>Week ending</b>

## Days worked

Please tick the days that have been worked in the table below:

Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total

## Approval

I certify that the total hours stated in the table above have been satisfactorily worked. I accept the terms and conditions of business as the basis of this transaction. (If you require a copy of these, contact your consultant). I am authorised to sign on behalf of:

<b>Signed</b>	
<b>Name</b>	
<b>Company</b>	
<b>Position</b>	
<b>Date</b>	

### Client:

Please sign this form and return it to the contractor, retaining a copy for your records.

### Contractor:

Remember to leave one copy of this timesheet with the client. We would like to ensure you are paid as promptly as possible. Your Nicoll Curtin contract contains more information about submitting timesheets and our timescales for processing payment. If you have any questions, please contact your consultant who will be able to help.