MONTHLY TIMESHEET

Please submit your timesheets to either Fax: +44 (0)20 8290 7201 *or* Email: timesheets@global-resourcing.com
*This timesheet must be checked and signed by the **authorised client signatory only***

CONSULTANT NAME:	
LTD. CO. NAME:	
CLIENT:	
MONTH:	

Actual days/hours worked only to be entered below (as per the signed contract)

DAY	DATE	STANDARD HOURS/DAYS	OVERTIME HOURS
TOTAL HOURS/DAYS			

AUTHORISED CLIENT:

Signed: _____
Date: _____
Name: _____
Position: _____

CONSULTANT:

Signed: _____
Date: _____

PLEASE CHECK CAREFULLY THE TOTAL HOURS. THESE SHOULD BE ROUNDED UP OR DOWN TO THE NEAREST QUARTER OF AN HOUR. THE HOURS SHOWN ARE USED TO CALCULATE BOTH PAYMENT AND CHARGE.

THIS SIGNED TIMESHEET IS AUTHORISATION THAT THE TOTAL HOURS/DAYS WORKED ARE CORRECT, THE WORK WAS TO YOUR SATISFACTION AND YOU WILL ACCEPT OUR ACCOUNTS FOR THE CHARGABLE HOURS/DAYS AT THE AGREED RATE.