



Important Note for Clients

Authorisation of this form constitutes that the total hours shown in the Total Box are payable to the Temporary Worker or Contractor and are chargeable to the Client. It also confirms that all work carried out by the Temporary Worker, or the services provided by the Contractor, has been checked and is to a satisfactory standard.

Important Note for Agency Workers

Please ensure that this timesheet is completed accurately and signed by the client. Failure to do so is likely to delay your payment.

COMPANY NAME	
SITE ADDRESS	
REPORT TO	
Hours agreed by (please print)	Position held
Hours agreed by (Signature)	

This timesheet has been downloaded from our website at www.thornbaker.co.uk and is a substitute for our regular timesheets which can be supplied on request. Please contact your Thorn Baker branch below.

Please can you sign your timesheet and a) Fax it back to us or b) Scan it and then email it back to the Thorn Baker branch that you are on assignment for – full details below. Contact your branch for timesheet deadlines.

Temporary Worker's Name (Print)					Week ending Date (Friday)	
Temporary Worker's Signature				Job Title		
	DATE	TIME STARTED	TIME FINISHED	TOTAL GROSS HOURS	LESS BREAKS	HOURS PAYABLE & CHARGEABLE
SAT		am/pm	am/pm			
SUN		am/pm	am/pm			
MON		am/pm	am/pm			
TUES		am/pm	am/pm			
WED		am/pm	am/pm			
THURS		am/pm	am/pm			
FRI		am/pm	am/pm			
TOTAL HOURS (Written in Words)						TOTAL

Hours should be rounded to the nearest 1/4 at week's end.

Nottingham

T: 0115 947 2005

F: 0115 947 0656

E: nottingham@thornbaker.co.uk

Birmingham

T: 0121 633 8000

F: 0121 633 9000

E: birmingham@thornbaker.co.uk

Bristol

T: 0117 315 8550

F: 0117 315 8595

E: bristol@thornbaker.co.uk

Leeds

T: 0113 244 4111

F: 0113 244 5444

E: leeds@thornbaker.co.uk

London

T: 0203 036 0542

F: 0203 036 0607

E: london@thornbaker.co.uk

Manchester

T: 0161 833 4411

F: 0161 833 4114

E: manchester@thornbaker.co.uk