



Company's Name

Monday being the first day, Sunday is the last day of the week

Important Note for Operative:

Your timesheet **MUST BE** received by the office **NO LATER THAN 10AM** on Tuesday after the week ending Please ensure that this timesheet is completed accurately and signed by the client; failure to do so is likely to delay your payment.

If sending by post please keep the Pink copy for yourself and send the remaining copies to Quint:
Timesheet allocation: White - Quint Solution | Yellow - Client | Pink - Candidate

Full Site Address with postcode

Client Name: <u>ABC Holdings Limited</u>	Week Ending (Sunday) <u>04</u> / <u>01</u> / 20 <u>15</u>	☎ 0207 11 88 99 2
Site Address: <u>123 Construction Site, London</u>	Order /Job Number <u>0018/890</u>	☎ 0207 11 88 99 3
Postcode: <u>W1 2AB</u>		✉ timesheet@quintsolution.co.uk
* A different timesheet must be used for each separate Job Number / Site Address		🌐 www.quintsolution.co.uk

No	Name	Trade	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total	Nights (N) Days (D)
1	John Smith	Labourer	9	9			9	9		36	D
2											
3	Your Full Name	Your Trade / Profession					Hours worked that day without unpaid breaks			Total Hours that week	
4											
5											
6											
7											
It is hereby certified that the hours shown are correct and exclude all unpaid breaks.										TOTAL HOURS	36

Authorised Company Representative:
Full Name: Kevin Peterson **Position:** Site Manager **Signature:** Kevin Peterson **Date:** 03/01/2015

Authorisation of this timesheet constitutes confirmation that the total hours shown above are correct and payable to the Candidate and chargeable to the Client and that all the work carried out by the operative has been checked and is to a satisfactory standard. Signatory also acknowledges and agrees to Quint Solutions Terms and Conditions of Business (available on over leaf).

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This section to be filed in by the Foreman / Site Manager. Without a signature your payment will be delayed