

# Timesheet



*knowledge and expertise  
in improving productivity*

**Scott-Grant Limited**  
**Portland Tower**  
**Portland Street**  
**Manchester M1 3LD**  
**Tel +44 (0)161 234 2121**

**For** .....  
 (Personnel name)  
**Week ending Friday** .....  
**Client company name** .....  
**Site location** .....

1. Please obtain the Client's signature to authorise.
2. Fax the signed Timesheet to +44 (0)161 234 2125.
3. Leave the original signed Timesheet with the Client.

**Time** (to be completed in accordance with the Scott-Grant General Terms and Conditions  
 for the Engagement of (contract) Personnel)

					<b>Hours or days worked</b>	
	am		pm		Time at normal rate	Additional time qualifying for shift premium
	from	to	from	to		
Saturday						
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
<b>Total hours and minutes or total days</b>						

**Re-chargeable expenses** (only claimable by Personnel if specified in your Contract)

	No of miles	x	Mileage rate	=	Mileage cost	Other expenses	Details
Saturday							
Sunday							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
<b>Totals</b>							
<b>Total amount of expenses = mileage cost + other expenses</b>							

Clients please note that re-chargeable expenses may be subject to a 5% surcharge. See our Confirmation of Order.

<b>Authorised by</b> .....	<b>Name</b> .....
(Client signature)	(Please print)
<p>My signature here confirms that satisfactory work has been completed and that the time and additional re-chargeable expenses stated are correct. I understand that all hours are chargeable and that the Personnel assigned is subject to the Scott-Grant General Terms and Conditions for the Supply of (contract) Personnel, a copy of which I have received.</p>	

**>>> Please fax the completed and authorised Timesheet to +44 (0)161 234 2125 >>>  
 or Email it to [accounts@scott-grant.co.uk](mailto:accounts@scott-grant.co.uk)**