

# TIMESHEET



Contractor Name: \_\_\_\_\_

Week End Date (Sunday): \_\_\_\_\_

Client Contact: \_\_\_\_\_

Client Company & Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

	<i>Basic (Hours)</i>	<i>Overtime (Hours)</i>	<i>Other (Hours)</i>	<i>Total (Hours)</i>
<i>Monday</i>				
<i>Tuesday</i>				
<i>Wednesday</i>				
<i>Thursday</i>				
<i>Friday</i>				
<i>Saturday</i>				
<i>Sunday</i>				
<b>TOTAL</b>				

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*I hereby certify that the hours shown above are a correct record of the hours that I have worked.*

**CONTRACTOR'S SIGNATURE**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*I hereby certify that the hours shown above are a correct record of the hours worked by the contractor. I confirm that we have had a copy of your Terms of Business and I accept the Terms as agreed for this assignment.*

**CLIENT'S SIGNATURE**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Timesheets to be returned to [timesheets@energi.uk.com](mailto:timesheets@energi.uk.com) together with an invoice for hours worked no later than 11am on the Tuesday of the following week.**