

Consultant name: _____

Consultant limited company name: _____

Client company name: _____

Week commencing: _____

All time worked on daily rate contracts must be specified in days, to the nearest 0.25 day, or multiples thereof.

All time worked on hourly rate contracts must be specified in hours, to the nearest 0.25 hours, or multiples thereof.

Day	Hours / days worked	Less breaks	Overtime hours / days	Total hours / days worked
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
Total				

Client declaration:

I hereby confirm that the time indicated on the enclosed timesheet is an accurate record of the hours/days worked by the specific consultant and authorise Project Resource to invoice the client in accordance with the agreed rates specified within the contract in force. I am an authorised signatory of the client.

Signed: _____

Name: _____

Position: _____

Date: _____

ORIGINALS MUST BE SENT BY POST TO PROJECT RESOURCE

Once completed in full, please separate and distribute as follows:

White copy: Project Resource

Blue copy: Project Resource

Pink copy: Client company

Yellow copy: Consultant