

How to fill out your A4 TimeSheet:

*your first name
and surname*

*company's
name here*

*full site address
with postcode*

*last Sunday's date
of the week you started*

(To be at Apex Resources Office by 11.00 am Tuesday)

All hours specified are Net of Breaks



Apex Resources Limited

The Technology Park
Colindeep Lane
London NW9 6BX
Tel. 0845 833 1882 Fax. 0845 833 1884



Client Account Name & Address: ABC Carpentry Ltd		Work or Site Address: St George Street, EC1 3BX	Week Ending Date: 27/06/10
Account Number: office use only		Reporting To: David Wilson	Client Order Number: office use only
		Health & Safety Contact: Jane Smith	

*your trade
/ profession*

Trade	Name of Temp Worker	Payroll Number	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total Hours Worked (less breaks)	Basic Rate Hours	Overtime Rate Hours	Performance							
													1	2	3	4	5			
													Poor		Excellent					
													H&S	Pace	Attendance	Conduct	Quality			
LAB	John Johnson		8	8		8				24										

*total hours
you worked on that day
without lunch break*

*total hours
you worked that week*

*Name of
Appointed
person*

*Foreman /
Site Manager
name*

Version 4 Distribution of Copies: white to Apex Head office; green copy Branch; blue copy Client

We confirm that the work has been carried out under our supervision and is to our satisfaction. We certify that the total hours above are correct and will accept your account for the total hours shown at the agreed rates. We also agree and accept all terms and conditions of business set out by Apex Resources Ltd. As set out overleaf and in our client order confirmation.

Signature: <i>DWilson</i>	Name (in capital letters): David Wilson	Consultant: office use only
Position: Site Foreman	Date: 25/06/10	Branch Number & Notes: office use only

*This section needs to be filled out by your foreman / site manager.
Without this signature your payment may be delayed!*