

Weekly Timesheet

Conrad Consulting Ltd Accounts

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conrad consulting
technical recruitment specialists

Name	Week ending date (Sunday)
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Day	Days/Hours Worked			Important Info:
	Normal	Overtime	Total	
Monday				<p>Important Info:</p> <p>In order to receive payment each Friday – AUTHORISED timesheets MUST be submitted BEFORE Tuesday 12noon each week to timesheets@conradconsulting.co.uk (please get in touch to find out changes to any payment schedule around Public/Bank Holidays i.e. Easter & Christmas)</p> <p>We will make you aware of any adjustments to the payment schedule via E-mail and our website.</p> <p>Total Hours Worked to the nearest 15 minutes (0.25 = 15 minutes, 0.50 = 30 minutes, 0.75 = 45 minutes)</p>
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
TOTAL				

Your Signature		Date
Client Organisation		
Client Address (at which you work)		
Please Print Name (Client)		
Client Authorised Signature		Date

Important Notice: Your signature here is authorisation for Conrad Consulting Ltd to invoice the client company for the total number of hours above, as stated in our Terms and Conditions

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