

# Weekly Timesheet

## Conrad Consulting Ltd Accounts

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conrad consulting  
technical recruitment specialists

Name

Week ending date (Sunday)

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

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

[www.conradconsulting.co.uk](http://www.conradconsulting.co.uk)