meadowbank
it's all about people

WEEKLY TIMESHEET

FAO		Company		Fax / Email	

Please complete and return to Meadowbank payroll office either by fax to 01270 252 177 or by email to meadowbankassociates.co.uk **NO LATER THAN 12 MIDDAY ON MONDAY**

Week Commencing		Customer A/C No		Customer Order No	
Reporting To		Department			

Site Address:		Invoice Address (if different):	

Temporary Workers Name and Payroll Number	Hours Worked (minus breaks)							Total Hours	Charge Rate
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun		

Total Hours for Timesheet

AUTHORISATION

I certify that the TOTAL hours have been satisfactorily worked. I acknowledge receipt and acceptance of Meadowbank Associates Ltd's Terms of Business for the supply of this / these Temporary Worker(s). I authorise Meadowbank Associates Ltd to use this Timesheet as the basis of an Invoice which will be paid in accordance with Meadowbank Associates Ltd's Terms of Business as stated.

Authorised Signature	.....	Date:	.....
Print Name	.....	Position within Organisation	.....