



TIME SHEET

Tel: 01522 536020
 Fax: 01522 540007
 Greetwell Place
 2 Limekiln Way
 Lincoln
 LN2 4US

Please ensure **you** have correctly entered all the hours **you** have worked. Once totalled, a supervisor or manager at your place of work should sign your Time Sheet. **Your Time Sheet(s) must be at the APR offices by NO LATER than 10 a.m. on the Monday following your working week. Failure to do this may result in a delay in the payment of your wages!**

Name	Client
Job Title	Client Address
Work Location	
Client Contact	
Start Date	
Shift Times	Week Commencing

Date	Start Time	Break	Finish Time	Basic Hours	Overtime Hours	Total Hours worked
Mon / /						
Tues / /						
Wed / /						
Thurs / /						
Fri / /						
Sat / /						
Sun / /						
TOTALS				hrs	hrs	hrs

Times worked must be shown in hours and any minutes should be rounded up/down to the nearest ¼ hour.

For Client Use Only

On behalf of the client, I certify that the total working hours shown above are correct and accept that your payment terms are strictly 14 days net.

Name Position

Signature Date

Thank you for your custom