



Weekly Timesheet (Hourly Rate Work)

Cut off time for timesheet submission is 6pm Monday (please fax to 020 7706 2050)

Freepost Ship Shape Tel: 07746 206 222 Fax: 020 7706 2050

Email: timesheethelp@shipshaperesources.com

Client Name		Site Name	
Operative First Name	Surname	Op ID Number	Week-Ending (must be Friday)

	Date	Start	Finish	Breaks		Normal Hours	O/T Hrs 1		O/T Hrs 2		Total Hours
				Hours	Minutes		Hours	Minutes	Hours	Minutes	
Sat											
Sun											
Mon											
Tue											
Wed											
Thur											
Fri											

Client Authorised Name (Please Print)	Cost Centre (for client)	Total Nrml Hrs	Total Hrs O/T 1	Total Hrs O/T 2	Total Hrs

Client Authorised Signature

Operative's Signature

I certify that the total hours above have been satisfactorily worked and that payment will be made in respect of these according to the Ship Shape terms and conditions of business, which may be updated from time to time and can be found at www.shipshaperesources.com, and I accept as the basis of this transaction.

O/T Hrs 1 & O/T Hrs 2 should be completed if overtime is applicable to your area
 O/T Hrs 1 relates to overtime for Monday to Friday
 O/T Hrs 2 relates to overtime for Week-Ends and Bank Holidays

IMPORTANT NOTICE
 Timesheets for which Ship Shape must acquire authorisation on your behalf will incur a £5 Administration Fee.