



# Weekly Timesheet

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

Tel: 07746 206 222 Fax: 020 7706 2050  
 Email: timesheethelp@shipshaperesources.com  
 Post: Freepost Ship Shape (No stamp is required)

<b>Client Company Name</b>		<b>Site Name</b>	
<b>Operative First Name</b>	<b>Surname</b>	<b>Op ID Number</b>	<b>Week-Ending (must be Friday)</b>

	Date (Start a new timesheet every Saturday)	Start	Finish	Breaks	
				Hours	Minutes
Sat					
Sun					
Mon					
Tue					
Wed					
Thur					
Fri					

Normal Hours (minus breaks)	O/T Hrs 1		O/T Hrs 2		Total Hours
	Hours	Minutes	Hours	Minutes	

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

**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 terms and conditions of business which i have received and accept as the basis of this transaction. Upon signature of this timesheet, and in the absence of a specific invoice, all bone fide subcontractors confirm a self-billing agreement.

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 Weekends and Bank Holidays

1. Top copy to be faxed to Ship Shape Resources
2. Client to retain a copy
3. Operative to retain a copy