



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)

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

	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	

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

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.

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