

TIMESHEET	
NAME	
COMPANY	
WEEK ENDING	

STANDARD HOURS	MON	TUE	WED	THUR	FRI	SAT	SUN	TOTAL HOURS
Total Number of hours worked <i>(excluding breaks)</i>								
OVERTIME HOURS	(ALL OVERTIME MUST BE AGREED BY YOUR LINE MANAGER)							
Time and a Half								
Double time								

Authorisation by client :

We certify :

1. The above details of the temporary assignment are correct.
2. Our satisfaction with the work undertaken.
3. That we have received and accepted your Terms of Business and agree to pay your invoice in accordance with such Terms of Business.

Signature (Line Manager)		Print Name	
Signature (Temporary Worker)		Date	

TIMESHEETS MUST BE RECEIVED NO LATER THAN MONDAY 5PM	
BY EMAIL: payroll@paragon.co.im	BY FAX: 629941