

**Company Name:**

**Line Manager/HR Contact Name:**

**Contractor Name:**

Timesheets must be submitted by Monday 10.30am, the week following the week you have worked. Timesheets received after this deadline will **NOT** be paid until the following week. Incorrectly calculated timesheets will be returned and may cause delay in payment.

DATE	DAY	DAYS Please insert either 1 or 0.5
	Monday	
	Tuesday	
	Wednesday	
	Thursday	
	Friday	

**Weekend Overtime Hours**

DATE	DAY	START	FINISH	Lunches only to be worked with clients consent	START	FINISH	HOURS	
	Saturday							
	Sunday							

**I, THE CLIENT AGREE THE HOURS WORKED TO BE ACCURATE AND ACCEPT THE CONDITIONS LISTED BELOW.**

<b>Client Signature:</b>	<b>Total Days</b>
<b>Client Name:</b>	
<b>Position:</b>	<b>Overtime Hours</b>

The person named on this timesheet is under contract to IDW & Associates Ltd t/a Prime Personnel and therefore is unable to accept any temporary or permanent employment within your company (or subsidiaries) other than by arrangement with Prime and on payment of a permanent placement fee. The agency shall not be responsible for loss, damage, expense or inconvenience resulting from or caused by any wilful default, dishonesty, disclosure of confidential information, breach of faith or any negligent or other act or omission by the employee while engaged on the client's business or while in the client's premises or arising out of or in any way connected with the services to which the contract relates, and the client will indemnify the Agency in respect of any liability to which the agency might therefore be exposed