

# TIMESHEET



CONTRACT NO .....  
 CLIENT .....  
 CLIENT ADDRESS .....  
 CONTRACTOR NAME .....

CERTES COMPUTING LIMITED  
 3 THE COURTYARD ROMAN WAY  
 COLESHILL BIRMINGHAM  
 WEST MIDLANDS B46 1HQ UK  
 TEL: 01675 468968  
 FAX: 0870 7515091  
 e-mail: [jane.smith@certes.co.uk](mailto:jane.smith@certes.co.uk)  
 website: [www.certes.co.uk](http://www.certes.co.uk)

W/E DATE	BILLABLE HOURS / DAYS							WEEKLY TOTAL	CLIENT INITIALS	STANDARD HOURS	O/T	
	SAT	SUN	MON	TUES	WED	THUR	FRI				Hours	RATE
- -											1	2
- -												
- -												
- -												
- -												

NOTE: Please show W/E date as a Friday date

Please define minutes as decimal, e.g.  
 1 hr 15 mins = 1.25hrs  
 1 hr 30 mins = 1.50hrs  
 1 hr 45 mins = 1.75 hrs

Authorised by (CAPITALS PLEASE)

Name ..... Position ..... Approved Certes Consultant .....

Client Signature .....  
 I confirm on behalf of the client that this is a true and accurate record of hours worked and my signature constitutes acceptance of the work performed

Contractor Signature .....  
 I agree that this is a true and accurate record of hours worked