

Timesheet / Verification Of Execution Of Consultancy Services

Please note:

Timesheets Received after 12 noon on Monday may not be included in payroll that week.
 Please ensure that this timesheet is completed in full and any alterations are countersigned and emailed to consultant@premisesrecruitment.co.uk

Consultancy Name: _____

Week Ending: / /20

Company: _____ **Contact:** _____

Address Worked: _____

	Date	Start Time	Finish Time	Hours Worked Per Day
Monday	/ /20			
Tuesday	/ /20			
Wednesday	/ /20			
Thursday	/ /20			
Friday	/ /20			
Saturday	/ /20			
Sunday	/ /20			
Total Hours For The Week				_____ Hours

<p>By signing this declaration you are confirming that you are authorised to verify on behalf of your company and do verify the execution of the Consultancy Services provided, do verify that the work carried out was satisfactory, and do verify that the number of days worked are correct.</p> <p>As an agent acting on behalf of your company, you are authorising payment to the candidate/consultancy and payment of the invoice.</p>	Company Contact Name (Please Print):
	Position:
	Signature: