

<b>TIMESHEET</b>	
<b>NAME</b>	
<b>COMPANY</b>	
<b>WEEK ENDING</b>	

STANDARD HOURS	MON	TUE	WED	THUR	FRI	SAT	SUN	TOTAL HOURS
Total Number of hours worked <i>(excluding breaks)</i>								
<b>OVERTIME HOURS</b> <i>(please input all overtime in the below columns)</i>	<b>(ALL OVERTIME MUST BE AGREED BY YOUR LINE MANAGER)</b>							<b>TOTAL HOURS</b>
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.

<b>Signature</b> <b>(Line Manager)</b>		<b>Print Name</b>	
<b>Signature</b> <b>(Temporary Worker)</b>		<b>Date</b>	

<b>Timesheets – please send by COB Friday or latest Monday 12pm</b>	
<b>BY EMAIL: <a href="mailto:payroll@paragon.co.im">payroll@paragon.co.im</a></b> Note: You can also print a blank timesheet on our website <a href="http://www.paragon.co.im">www.paragon.co.im</a>	