



Cavendish Professionals, No. 1 Royal Exchange, London EC3V 3DG  
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 A Member of the Recruitment and Employment Confederation

PLEASE PHOTOGRAPH AND/OR SCAN ALL TIMESHEETS VIA EMAIL TO  
[INFO@CAVENDISHPROFESSIONALS.COM](mailto:INFO@CAVENDISHPROFESSIONALS.COM) AFTER YOUR SHIFT OR FAX TO  
 0203 008 5211 – DEADLINE CLOSE OF BUSINESS FRIDAY

Name:	Client Name:
Location Name:	Profession/Speciality

**ENTER HOURS WORKED**

	DATE	START TIME	BREAK	FINISH TIME	TOTAL
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
SUNDAY					
TOTAL HOURS WORKED (in words)				WEEKLY TOTAL HOURS	

Cavendish Professionals standard terms and conditions apply to this booking. Standard introductory fee will be charged if the technical professional is taken on full time by the client or allowed to change agencies. See Terms and Conditions for full details.

Please complete your timesheet and have it authorised at the end of your final shift. Please ensure that all timesheets are with us at our head office NO LATER THAN close of business Friday to ensure we can pay you on time. You must submit all timesheets at the end of each calendar week.

**AUTHORISING SIGNATORY**

*As authorising signatory, I confirm that the hours and totals given above are correct, please forward an invoice.*

Authorising Signatory Name	Authorising Signature and Date
Job title/Position	
Cavendish Professional Contractor Signed and Date	