

Please photograph and/or scan all timesheets to contracts@cavendishprofessionals.com at the end of each week – Deadline COB Friday.

Name:	Profession:
Client Name:	Location:

HOURS WORKED

	Date	Start Time	Break	Finish Time	Total
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
TOTAL HOURS WORKED (IN WORDS) _____				WEEKLY TOTAL HOURS	_____

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.

Contractor Signature:	Date:
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AUTHORISING SIGNATORY

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

Authorising Signatory Name:	Authorising Signature:
Job Title :	Date:

* 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.