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WEEKLY TIMESHEET

Client:

Timesheet Number

Account Number

Purchase Order No.

Week Ending

Branch

Consultant

Telephone:

Candidate

Report to:

SUMMARY OF HOURS WORKED (To be completed by the Client)

	Time Started	Finished	Breaks	Hours Worked	
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Total Hours Worked					

I certify that the hours above have been satisfactorily worked and that payment will be provided in respect on these hours according to your terms of business that I have received and accept as the basis of this transaction.

SIGNATURE

DATE

POSITION