

PROACTIVE

TECHNICAL RECRUITMENT

Proactive House • 7 High Street • Egham • Surrey • TW20 9EA

Employee Name

Week Ending Date:

Client:

Day	Start Time				Finish Time				Total Break Time		Total Hours Worked			
Monday			▪				▪						▪	
Tuesday			▪	▪			▪						▪	
Wednesday			▪				▪						▪	
Thursday			▪				▪						▪	
Friday			▪				▪						▪	
Saturday			▪				▪						▪	
Sunday			▪				▪						▪	

White Copy - Proactive
Pink Copy - Client

Total Hours Worked

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Please Use 24 Hour Clock

Order Number: _____ Site/Depo: _____

Timesheet Expected Next Week * Y / N
*(Please delete as appropriate)

Timesheets must be received by 1700 hours on Tuesdays.
Timesheets received after then will not be paid until the following week.

Contact Numbers:

Tel: 01784 487 604
Fax: 01784 436 617
Email: accounts@proactive-tech.co.uk
Website: www.proactive-tech.co.uk

To be completed by the CLIENT only:

We confirm that the total of hours have been worked to our satisfaction. As such payment will be made in full for all hours recorded on this timesheet in accordance with Proactive's terms of business, of which we are in receipt of. Payment terms are 14 days from date of invoice:

Authorising Signature

Position

Print Name

Date