

# Timesheet



Week Beginning / /

Name

Client site

Reporting to

Signature:

Date

**A completed timesheet must reach the office of D4 Technical signed by the client and yourself, no later than mid-day Tuesday or payment could be delayed**

Day	Start Time	am/pm	Finish Time	am/pm	Total hours worked
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
<b>Sunday</b>					

Client Authorisation	
Name	<input type="text"/>
Company	<input type="text"/>
Order No	<input type="text"/> PO No <input type="text"/>
Site	<input type="text"/>
Signature	<input type="text"/>
Date	<input type="text"/>

D4 Technical is a contract supplier only and all temporary work is supplied under the direct supervision of the client. The quality of work is deemed the responsibility of the client. I hereby certify that the hours worked are correct and the work was completed to the client's specification and standard. I understand that this timesheet, along with the confirmatoin of order and rates, will be used to calculate the client's invoice which cannot be subsequently disputed for hours and quality of workmanship. I accept D4 Technical's terms of business. I confirm that I am authorised to sign on behalf of the client.

Agency worker to be paid a minimun of 8 hours unless agreed with Consultant.

mailto: contracts@d4technical.com