

WEEKLY TIMESHEET

Conrad Consulting Ltd Accounts

Conrad House, Fore Street, Framlingham,
Suffolk, IP13 9DF

Tel: 01728 726 120 Fax: 0871 221 4916 Email: timesheets@conradconsulting.co.uk



NAME

WEEK ENDING DATE (SUNDAY)

DAY	DAYS/HOURS WORKED		
	NORMAL	OVERTIME	TOTAL
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
SATURDAY			
SUNDAY			
TOTAL			

Important Info:
In order to receive payment each Friday - AUTHORISED timesheets MUST be submitted BEFORE Tuesday 12noon each week to timesheets@conradconsulting.co.uk (please get in touch to find out changes to any payment schedule around Public/Bank Holidays i.e. Easter & Christmas)
We will make you aware of any adjustments to the payment schedule via E-mail and our website.

Total Hours Worked to the nearest 15 minutes
(0.25 = 15 minutes, 0.50 = 30 minutes, 0.75 = 45 minutes)

YOUR SIGNATURE		DATE
CLIENT ORGANISATION		
CLIENT ADDRESS (AT WHICH YOU WORK)		
PLEASE PRINT NAME (CLIENT)		
CLIENT AUTHORISED SIGNATURE		DATE

Important Notice: Your signature here is authorisation for Conrad Consulting Ltd to invoice the client company for the total number of hours above, as stated in our Terms and Conditions

www.conradconsulting.co.uk