



EQUATOR

PERSONNEL LTD

REF: 1000

Regus Building
 18 Stoke Road
 Slough, SL2 5AG
 Tel: +44 (0) 1753 821 161
 Fax: +44 (0) 845 862 0817

Employee: _____

Client: _____

Job Title: _____

Contact Name: _____

Week Commencing (Sun) _____

							Authorized Signatory	
Day	Date	Start Time	Break	Finish Time	Hours Worked	Overtime Hours	Client Sign	Position
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
TOTAL								

Client: I Certify by signing that the total hours indicated are correct to be invoiced.

Employee: Please insert total hours worked only as breaks are not paid. Time sheet to be received by Monday 5pm.

Time Sheet: White: for Equator Yellow: for Temporary Pink: for Client