



## Timesheet

Week Ending: Sunday ...../...../.....

### TEMPORARY WORKER DETAILS

LOCATION

Name

Job title

Signature

Date

		Time in		Time Out		Break		Total	
		Hrs	Min	Hrs	Min	Hrs	Min	Hrs	Min
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									

A completed timesheet must reach the WCG Healthcare Ltd. office signed by the client and temporary worker no later than 9am Monday or payment will be delayed until the following week.

WCG Healthcare Ltd. reserves the right to withhold payment until the hours can be verified by the client.

Your timesheet can be sent via email to: [info@wcghealthcare.co.uk](mailto:info@wcghealthcare.co.uk)

Please ensure you have deducted breaks and totaled the hours to the nearest 15 mins correctly before signing. Final total should be entered in decimal e.g. 37.50 instead of 37 ½

### CLIENT AUTHORISATION

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 confirmation of order and rates, will be used to calculate the client's invoice. I accept WCG Healthcare Ltd. terms of business. I confirm that I am authorised to sign on behalf of the client.

Name

Job Title

Company

Unit/Ward

Signature

Date

Any questions? Please contact WCG Healthcare Ltd. on:

Phone: 03335330498

Email: [info@wcghealthcare.co.uk](mailto:info@wcghealthcare.co.uk)

Website: [www.wcghealthcare.co.uk](http://www.wcghealthcare.co.uk)