



Autotech Recruit
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 Linford Wood Business Park
 Sunrise Parkway
 Milton Keynes
 MK14 6PH

Tel: 01234 240503
 Email: hello@autotechrecruit.co.uk
 Web: autotechrecruit.co.uk

TIMESHEET

PLEASE EMAIL TIMESHEET TO: **TIMESHEETS@AUTOTECHRECRUIT.CO.UK**

ALTERNATIVELY, FAX TO: **0871 522 7886**

PLEASE DO NOT SEND TO YOUR CONSULTANT DIRECTLY OR THIS TIMESHEET WILL NOT BE ACCEPTED

CONTRACTOR'S NAME

TODAY'S DATE

WEEK ENDING DATE (SUNDAY'S DATE)

NOTE TO CONTRACTOR: The days/hours below reflect accurately the work performed and will be used for invoicing and as such must be signed for by Client and Contractor below.

HOURS
 Enter hours worked per day to nearest half hour. You must enter the total number of hours at end.

MON	TUE	WED	THU	FRI	SAT	SUN	TOTAL
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> Hours
E.g. 8.0	8.0	8.0	8.0	8.0	8.0	0.0	48.0

MOTs
 Please enter the number of MOTs/retests completed on each day and enter the total at the end.

MON	TUE	WED	THU	FRI	SAT	SUN	TOTAL
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
E.g. 4	9	7	4	10	9	0	43

CONTRACTOR TO COMPLETE

I certify that the above hours are a correct record of the hours worked by me under my Terms of Engagement with Autotech Recruit.

 COMPANY NAME

 BRANCH NO./NAME

 CONTRACTOR'S SIGNATURE

CLIENT TO COMPLETE

I certify that the hours shown above have been completed to my satisfaction and accept that this will form an invoice, which will be paid upon receipt in accordance with Autotech Recruit Terms of Business.

 CLIENT'S NAME (PRINT)

 CLIENT'S SIGNATURE

 NUMBER OF HOURS IN WORDS (E.G. FORTY EIGHT)

All timesheets **MUST** be received no later than **MONDAY, 9 AM** following the end of the week worked, in order for payment to be processed that Friday.
 All **EXPENSE FORMS AND LIMITED COMPANY INVOICES MUST** be submitted directly to your payment company, if applicable, according to their deadlines for receiving such information.
 Autotech Recruit will not be responsible for passing any expense forms or invoices to payment companies.