



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

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

TIMESHEET

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

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

INTERN'S NAME

TODAY'S DATE

WEEK ENDING DATE (SUNDAY'S DATE)

NOTE TO INTERN: 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 Intern below.

HOURS

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

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

INTERN 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 Academy.

 COMPANY NAME

 BRANCH NO./NAME

 INTERN'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 Academy Terms of Business.

 CLIENT'S AUTHORISATION NAME (PRINT)

 CLIENT'S AUTHORISATION 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 your payment to be processed on time.