



Part of Autotech Group

Autotech Recruit

Libra Building
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**

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

IMPORTANT! 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.*

CONTRACTOR'S
FIRST NAME &
SURNAME (PRINT)

TODAY'S DATE

D	D	M	M	Y	Y
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WEEK ENDING DATE
(SUNDAY'S DATE)

D	D	M	M	Y	Y
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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
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
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.

CLIENT'S COMPANY NAME

CLIENT'S COMPANY BRANCH

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 FIRST NAME & SURNAME (PRINT)

CLIENT'S SIGNATURE

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

* Timesheets submitted after the deadline will be subject to a Late Processing Admin Fee.