

Contractor Name: _____

Week Beginning Date: _____

Day	Morning	Afternoon	Total Hours Worked
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Extra			
Total hours for week			

Clients

Please sign to certify that these hours have been worked satisfactorily and that payment will be made in respect of these, according to the Terms & Conditions of Business already supplied and we acknowledge having received previously.

Business Name: _____

Client Name: _____

Client Position: _____

Client Signature: _____

Contractor

A signed timesheet must reach our office by **10am** on the **Tuesday** following the week worked. Without a signed timesheet we will be unable to pay you that week. Late timesheets will be processed in the following week.

E-mail Completed Timesheets to both:

rupinder@nlbsol.com
david@nlbsol.com

Timesheets may also be mailed to:

NLB Solutions, Maylands Business Centre, Hemel Hempstead, HP2 7ES
 (Although this may result in delayed payment)