



NES OFFICE
Engineering Global Solutions

Timesheet

W/E (DATE) FRIDAY

YOUR NAME:	
COMPANY NAME:	

	SATURDAY		SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
	Hrs	Min	Hrs	Min	Hrs	Min	Hrs	Min	Hrs	Min	Hrs	Min	Hrs	Min
HOURS AM WORKED														
LUNCH TAKEN														
HOURS PM WORKED														
TOTAL BASIC HOURS WORKED														
TOTAL O/TIME 1 WORKED														
TOTAL O/TIME 2 WORKED														

HOURS WORKED	
TOTAL BASIC HOURS	
Hrs.	Min.
OVERTIME 1	
Hrs.	Min.
OVERTIME 2	
Hrs.	Min.

<p>CLIENT AUTHORISATION I hereby confirm that I have checked the number of hours worked and that they are correct. The temporary worker's performance has been satisfactory and I accept the Terms of Business of NES Office.</p> <p>Print Name.....DATE.....</p> <p>Signature.....</p> <p>Position.....</p>

<p>CANDIDATE SIGNATURE: I hereby confirm that I have worked the above hours</p> <p>.....</p>

PLEASE NOTE: Timesheets must be received by 10.00am Monday for payment the same week.
If we do not have your Bank Account details and National Insurance number we cannot process your timesheet.

NB: IT IS YOUR RESPONSIBILITY TO ENSURE THAT YOUR TIMESHEET ARRIVES AT NES OFFICE ON TIME.

NES Office
Station House
Stamford New Road
Altrincham
Cheshire
WA14 1EP

Telephone: 0161 942 7120 (Payroll) Fax: 0161 941 4873 Email: info@nesoffice.co.uk Web: www.nesoffice.co.uk