



DAILY TIMESHEET

“AMAT VICTORIA CURAM” Success is Gained by Careful Attention.

PERSONAL DETAILS

Name: _____ Client: _____

Position: _____ Address: _____

Report To _____

Title: _____

IMPORTANT: All timesheets must be returned by 12.00pm MIDDAY ON TUESDAY in order to get paid on Friday.
Timesheets received after this will be processed the following week

DATE OF WEEK END:

	MON	TUE	WED	THU	FRI	SAT	SUN
DATE							
START TIME							
FINISH TIME							
BREAKS							
OVERTIME							
TOTAL							

TOTAL HOURS THIS WEEK:

CLIENT SIGNATURE

I hereby certify that the total hours signed for are a correct record of the hours worked. I also confirm that the Client Company will make payment within fourteen days of invoice.

Authorised Signature: _____ Print Name: _____

Title: _____ Code (if applicable) _____ Date: _____

Notes to client: Signature on the timesheet confirms acceptance of 3Q Catering Limited Charge Rates and terms & conditions also confirms satisfaction of the duties carried out.

THREE Q	Your Recruitment Team, 3 Lower Abbey Street, Dublin 1.	Phone: 01 878 3335
Email: info@3qcatering.ie	Web: www.3qcatering.ie	Fax: 01 878 3354