

# Timesheet

Name:..... Job Title:.....

Client:..... Week Ending: .....

DAY	DATE	START	FINISH	BREAKS	HOURS	OVERTIME
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
				TOTAL		

**Please Note:**

- It is the responsibility of the freelancer to get their timesheet signed.
- Hours are to be rounded up to the nearest quarter of an hour.
- The standard working day is 8 hours, any time worked over this is considered overtime and will be paid at the rate agreed with the client.

**Deadline**

Timesheets and invoices **must** be received by Cream+ by 10am Monday (following the week worked) to be included on the payroll.

**To be Completed by the Client:**

I the undersigned, confirm that the temporary worker has completed the above hours satisfactorily, **including any overtime hours** (which will be paid at 'time and a half' unless otherwise agreed).

Payment in respect of these hours shall be made in accordance with Cream's Terms and Conditions of Business.

**Authorised Client Signature:** .....

**Name (in Block Capitals):** .....

**Position:** .....

**Date:** .....