



Unit 5, Melin Corrwg Business Parc, Cardiff Road, Upper Boat, Pontypridd, CF37 5BE
 Tel: 02921 678130 Fax: 01685 700145 Email: construction@optimasitesolutions.com

TIMESHEET No: 000001 Timesheets MUST be returned by 12:00pm on Tuesday for payment that week. All sections of the timesheet MUST be complete.

| | |
|------------------------|-------------------|
| Client Name & Address: | |
| Site Address: | |
| Operative Name: | Week Ending Date: |
| | Client Order No: |
| Trade: | Reporting to: |

| | Start Time | Finish Time | Breaks Deducted | Total Hours Less Breaks | Expenses / Additional Payments and Charges |
|-----------------------------|------------|-------------|-----------------|-------------------------|--|
| Monday | | | | | |
| Tuesday | | | | | |
| Wednesday | | | | | |
| Thursday | | | | | |
| Friday | | | | | |
| Saturday | | | | | |
| Sunday | | | | | |
| TOTAL WEEKLY HOURS = | | | | | |

I hereby certify that the hours shown above are correct and that all work has been carried out to a satisfactory standard. We will also accept the invoice for the hours shown above at the rates previously agreed and also agree to accept your terms and conditions of business.

Name: Signature:
 (authorised signatory only)

Position: Date: