

# How to fill out your A4 TimeSheet:

Your first name and surname      Company's name here      Full site address with postcode      Last Sunday's date of the week you started

(To be at Apex Resources Office by 11.00 am Tuesday)  
**All hours specified are Net of Breaks**




**Apex Resources Limited**  
 Apex House  
 1 Bridle Path, Watford WD17 1UE  
 Tel. 01923 200 111 Fax. 01923 200 112  
 Pay Help Line.01923 200 114



Client Account Name & Address: <b>ABC Carpentry Ltd</b>	Work or Site Address: <b>St George Street, EC1 3BX</b>	Week Ending Date: <b>18/01/2015</b>
Account Number: <b>Office use only</b>	Reporting To: <b>David Wilson</b>	Client Order Number: <b>Office use only</b>
		Health & Safety Contact: <b>Jane Smith</b>

Your trade/  
profession

Trade	Name of Temp Worker	Payroll Number	Hours worked (less breaks)							Total Hours Worked (less breaks)	Basic Rate Hours	Overtime Rate Hours	1 Poor 2 4 Excellent 5					
			Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday				H&S	Pace	Absence	Conduct	Quality	
LAB	John Johnson		8	8		8				24								
			Total hours you worked on that day without lunch break				Total hours you worked that week											

Name of appointed person

Forman/  
site manager name

Version 4

We confirm that the work has been carried out to our satisfaction. We certify that the total hours above are correct and will accept your account for the total hours shown at the agreed rates. We understand, agree and accept all terms of business set out by Apex Resources Ltd. I confirm the works were completed without any supervision, direction or control as to the manner in which the works were completed.

Signature ..... *D Wilson* ..... Name (in capital letters) ..... **David Wilson** .....  
 (AUTHORISED SIGNATORY)  
 Position ..... **Site Foreman** ..... Date: ..... **16/01/2015** .....

Consultant  
**Office use only**

Branch Number & Notes  
**Office use only**

*This section needs to be filled out by your foreman / site manager.  
 Without this signature your payment may be delayed!*