

# CONTRACTOR TIMESHEET (LIMITED COMPANY)



Contractor Name \_\_\_\_\_  
 Limited Company Name \_\_\_\_\_  
 Client Company \_\_\_\_\_

The Maltings, Mount Road, Stourbridge  
 West Midlands DY8 1HZ  
 Tel: (01384) 397555 Fax: (01384) 441782

Branch **LEICESTER**

Week Commencing (Monday)	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday		Total Hours Std	Total Hours O/T	AUTHORISED BY:		
	Std	O/T	Std	O/T	Std	O/T	Std	O/T	Std	O/T	Std	O/T	Std	O/T			SIGNATURE	PRINT NAME	DATE
EXAMPLE	7.50	0.00	7.50	1.25	7.50	0.75	7.50	0.00	7.00	0.25	2.00	0.00	5.00	0.00	44.00	2.25			
<b>In TOTAL HOURS column please define minutes as shown below</b> 1 hour 15 minutes = 1.25 hours 1 hour 30 minutes = 1.50 hours 1 hour 45 minutes = 1.75 hours												<b>TOTAL HOURS</b>		I confirm on behalf of the Client that this is a true and accurate record of the hours worked by the contractor and that my signature constitutes acceptance of the services performed and the terms of business of Jonathan Lee Contracts Limited and Jonathan Lee Recruitment.					

**THE FOLLOWING INFORMATION IS IMPORTANT**

Please ensure:- All timesheets are authorised by the Client  
 Please ensure:- All timesheets & invoices are received by **MIDDAY** on the allocated day to that pay period  
 Late or inaccurate timesheets / invoices will **DELAY PAYMENT**  
 Please ensure you state the following details on your invoice:-

- Your Limited Company Name & Address
- Your Limited Company Registration Number
- Your Invoice Number
- Your VAT Registration Number (if applicable)
- Our Company Name & Address -  
**Jonathan Lee Contracts Limited, The Maltings, Mount Road, Stourbridge, West Midlands DY8 1HZ**

**For Payroll Queries**  
**FREE PHONE 0800 389 5411**  
**TIME SHEET FAX NUMBER 01384 441782**  
 JL008004 Rev 1



Email - [welfare@jonlee.co.uk](mailto:welfare@jonlee.co.uk)

[www.jonlee.co.uk/contracts](http://www.jonlee.co.uk/contracts)

Reviewed and approved by Chester Boothe