

CONTRACTOR TIMESHEET (LIMITED COMPANY)



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

Contractor Name _____

Limited Company Name _____

Client Company _____

Branch **BASILDON**

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				
In TOTAL HOURS column please define minutes as shown below 1 hour 15 minutes = 1.25 hours 1 hour 30 minutes = 1.50 hours 1 hour 45 minutes = 1.75 hours												TOTAL HOURS		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
 JL008002 Rev 2



Email - welfare@jonlee.co.uk

www.jonlee.co.uk/contracts

Reviewed and approved by Chester Boothe