

TIMESHEET – Lamb Personnel

(PLEASE USE BLOCK CAPITALS)

Candidate Name:	
Company Name:	
Reporting To:	
Week Ending Date:	

Please fill in your hours to the nearest ¼ hour, ensure the hours have been authorised and confirmed with client's signature and email a copy of the timesheet no later than 6.00pm on Monday to:

info@lambpersonnel.com

* Note that timesheets can be downloaded from the Lamb Personnel website in the 'Candidate' section *

Day	Time Started	Time Finished	Length Of Lunch - Break	Total Hours Worked
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

Total number of hours to the nearest ¼ hour

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I authorise that the number of hours have been satisfactorily worked:

Client Signature:	
Client Print Name:	
Position:	
Date:	

Please keep a copy for your records