



# Timesheet

**Client:** Please retain a copy for your files.

**Candidate:** Please retain a copy for your files and return the original to Vanilla Recruitment no later than 10.00am on Monday by email to [charlene@teamvanilla.co.uk](mailto:charlene@teamvanilla.co.uk)

If you are planning to take any time off or holiday please ensure that you have sought authorisation from your line manager and complete a holiday request form - [click here](#).

Candidate Name	
Week ending, Sunday	
Client Company Name	
Reporting to	

	Time Started	Time Finished	Less Break	Total Hours Worked
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
			<b>Total weekly working hours</b>	

**To be completed by the reporting manager:**

I certify that the total hours, as detailed above, have been satisfactorily worked and that payment will be made in respect of these according to your terms and conditions of business which I have received and accept as the basis of transaction. Hours are paid and charged to nearest quarter hour.

Client Signature	
Name	
Position	
Date	

Comments/ requests/ extra information (e.g . explanation of overtime premiums, holiday pay requests, additional authorized payments, etc)
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