



TIME SHEET

Consultant: _____

Week ending Saturday: _____

Please record times below in hours and minutes using 24 hour clock (e.g. 09:30)

	Arrival Time	Departure Time	Deduct Breaks	Total for Day
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Total for week (Hours/Minutes):				
Please express as hours and decimals:				

Client's Confirmation:

I confirm that the total hours shown above shall be invoiced to my company at the agreed rate

Signature: _____

Name: _____

Position: _____

Date: _____

Company: _____

Consultant's Confirmation:

I confirm that this is an accurate record of my hours

Signature: _____

Please fax a copy to **01737 778950** or email **admin@reflexgroup.co.uk**. Copies should be retained by both the Client and Consultant.

