



# LCItd TIME SHEET

[TEL:01865423779/07518943606](tel:01865423779/07518943606)

Email: [timesheets@leysconsultants.co.uk](mailto:timesheets@leysconsultants.co.uk)/whatsup to 07518943606

<b>NAME:</b>
<b>Week ending:</b>

<b>Client details:</b>

Timesheets must be sent to the office by 9am Monday for payment that Friday to the email or whatsapp above. Unsigned timesheets will not be processed

**Hours are rounded to the nearest 1/4 of an hour**

							Office use only	
Day	Date:	Start eg 0800	Breaks	Finish time	Sleep in	Hours worked	Day hours 0800am-2000	Night hours 2000-0800am
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
				<b>Total</b>				

## To be completed by client

By signing this time sheet, the client accepts the hours worked and agrees to pay in accordance with LCItd terms of business at the agreed charge rate. If the worker is later engaged permanently or on fixed term contract, within Six months of this agreement ending, the client agrees to pay a permanent introduction fee as per our terms of business. A copy of our terms of business is available on request

Authorised Name: .....

Signature:

Position Held:

Date

**Please make sure the client retains a copy**

Leys Consultants Ltd 21 Linnet Close, OX4 EL For Care and Support			
For office use only			
Wk day	Wk night	W/E night	W/E day
Sleep ins	Mileage	Expenses	Special rate