



# TIME SHEET

EMPLOYEE NAME.....JOB TITLE.....  
 CLIENT NAME AND ADDRESS.....  
 WEEK COMMENCING MONDAY / / SIGNED.....

DAY	DATE	START TIME	END TIME	SLEEP IN	BREAK TIME	TOTAL HOURS WORKED	AUTHORISING NAME	AUTHORISING SIGNATURE	PERFORMANCE
MON									
TUES									
WED									
THURS									
FRI									
SAT									
SUN									
						Total Hours			

NOTE: The time sheet must be appropriately signed and sent on Monday by 10am to: [timesheet@globalheritageconsultancy.co.uk](mailto:timesheet@globalheritageconsultancy.co.uk) failure to comply can lead to delay in payment  
 Global Heritage Consultancy Ltd. 33 Barkbeth Road, Liverpool L36 3TT. Tel: 07466 077 445. Mail: [info@globalheritageconsultancy.co.uk](mailto:info@globalheritageconsultancy.co.uk) / [www.globalheritageconsultancy.co.uk](http://www.globalheritageconsultancy.co.uk)