

Weekly Timesheet

Conrad Finance Ltd Accounts

Conrad House, Fore Street, Framlingham,
Suffolk, IP13 9DY

Tel: 01728 726 150 Fax: 0871 221 4916 Email: timesheets@conradfinance.co.uk



Name	Week ending date (Sunday)
-------------	----------------------------------

Day	Days/Hours Worked			Important Info:
	Normal	Overtime	Total	
Monday				<p>Important Info:</p> <p>In order to receive payment each Friday – AUTHORISED timesheets MUST be submitted BEFORE Tuesday 12noon each week to timesheets@conradfinance.co.uk (please get in touch to find out changes to any payment schedule around Public/Bank Holidays i.e. Easter & Christmas)</p> <p>We will make you aware of any adjustments to the payment schedule via E-mail and our website.</p> <p>Total Hours Worked to the nearest 15 minutes (0.25 = 15 minutes, 0.50 = 30 minutes, 0.75 = 45 minutes)</p>
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
TOTAL				

Your Signature	Date
Client Organisation	
Client Address (at which you work)	
Please Print Name (Client)	
Client Authorised Signature	Date

Important Notice: Your signature here is authorisation for Conrad Finance Ltd to invoice the client company for the total number of hours above, as stated in our Terms and Conditions

www.conradfinance.co.uk