



# TIMESHEET

Email to [Accounts@pcr.agency](mailto:Accounts@pcr.agency) - MMS to 07913 963 598 Fax to 0208 082 5444  
 If you have any questions please call 01733 706 126 and ask for your relevant consultant

| TRADESMAN NAME | COMPANY NAME | SITE ADDRESS | WEEK ENDING |
|----------------|--------------|--------------|-------------|
|                |              |              |             |

|       | START | FINISH | HOURS | OVERTIME | TOTAL HOURS TO BE PAID PER DAY |
|-------|-------|--------|-------|----------|--------------------------------|
| MON   |       |        |       |          |                                |
| TUES  |       |        |       |          |                                |
| WEDS  |       |        |       |          |                                |
| THURS |       |        |       |          |                                |
| FRI   |       |        |       |          |                                |
| SAT   |       |        |       |          |                                |
| SUN   |       |        |       |          |                                |

**AUTHORISED COMPANY REPRESENTATIVE**

FULL NAME.....

POSITION.....

DATE.....

SIGNATURE.....

|  |  |
|--|--|
| <b>TOTAL HOURS TO BE PAID FOR WEEK</b> |  |
|--|--|

By signing this timesheet you accept our terms of business and agree that a fixed copy of this document is legally binding as proof of total hours worked satisfactorily and that you accept the hours worked at the agreed charge rate. By signing this timesheet you agree the hours to be accurate and that all relevant breaks have been deducted.

PLEASE NOTE DEADLINE FOR TIMESHEETS IS 2PM ON A TUESDAY TO BE PAID FOR THE NEXT FRIDAY. WE CANNOT ASSURE THAT PAYMENT WILL BE MADE ON THE NEXT FRIDAY FOR TIMESHEETS RECIEVED AFTER 2PM ON A TUESDAY. PLEASE NOTE WE CANNOT PAY HOURS WITHOUT A SIGNATURE FROM AN AUTHORISED COMPANY REPRESENTITIVE.