



# MULTIPLE TRADESMAN TIMESHEET

Email to 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

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

| TRADESMAN NAME | MON | TUES | WED | THUR | FRI | SAT | SUN | OVERTIME TO BE PAID | TOTAL HOURS TO BE PAID |
|----------------|-----|------|-----|------|-----|-----|-----|---------------------|------------------------|
|                |     |      |     |      |     |     |     |                     |                        |
|                |     |      |     |      |     |     |     |                     |                        |
|                |     |      |     |      |     |     |     |                     |                        |
|                |     |      |     |      |     |     |     |                     |                        |

**AUTHORISED COMPANY REPRESENTATIVE**

**SIGNATURE** ..... **POSITION**.....

**FULL NAME** ..... **DATE** .....

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.