



**HATTY BLUE TIMESHEET**  
(for completion by temporary worker)

<b>DAY &amp; DATE</b>	<b>START TIME</b>	<b>LUNCH</b>	<b>FINISH TIME</b>	<b>TOTAL HOURS</b> Please round hours to the nearest 15 minutes
Monday _/_/___				
Tuesday _/_/___				
Wednesday _/_/___				
Thursday _/_/___				
Friday _/_/___				
Saturday _/_/___				
Sunday _/_/___				
TOTAL HOURS FOR W/C _/_/___ = ___ hours ___ minutes				
Client: In signing this timesheet I confirm that these hours have been worked by the person named below, acknowledge that I am in receipt of the Hatty Blue Terms of Partnership, and confirm that payment will be made in accordance with those Terms of Partnership.				
Signed		Name		Date
Do we need a Purchase number? If so please provide here:				

**Your name:**  
**Your email and contact number:**  
**Client/Company name:**  
**Department/nature of booking:**  
**Manager/Supervisor contact name:**

**Please fax your timesheet to Hatty on 0870 112 3895 by 6pm Friday.**  
**Always keep a copy for yourself and leave one with the client, thank you!**