



Whiteboard Staffing

UK Work Placement Ltd T/A Apex Carers

Shereton House, 13 Ormskirk Road, Preston, PR1 2QP

Phone 01772 286595 Email: info@whiteboardstaffing.co.uk

WEEKLY HOURS SHEETS

StaffName: Positio :Signature:

TIME SHEETS MUST BE SUBMITTED BY 12 NOON ON MONDAYS Use 24hr Clock

Days	DATE	N/C HOME NAME & ADDRESS	SHIFT TIME IN	SHIFT TIME OUT	BREAK TAKEN	HOUR WORKED	AUTHORISED SIGN	PRINT NAME	SHIFT CODE
MONDAY									
TUESDAY									
WEDNESDAY									
THURSDAY									
FRIDAY									
SATURDAY									
SUNDAY									

CLIENT AUTHORIZATION

I confirm that the hours stated above are the actual hours worked by the above named temporary staff (less any breaks time taken) and these will be used for the calculation of the invoice to client. **FOR UK Work Placement Ltd T/Whiteboard Staffing** Please, make sure that all time sheets signed, correctly dated and fill accordingly and dispatch to the office in time on Monday every week NOT AFTER 14:00 NOON. Any delay can cause delay in invoicing to clients and your payment will fall in next coming week. Failing to provide time sheet in 6 weeks will not be paid.

FOR Office staff Signature..... Date