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**Please complete and return this timesheet signed by the Client's representative to [tradetimesheets@borneltd.com](mailto:tradetimesheets@borneltd.com) before 10:00am on a Monday**

Site Address: \_\_\_\_\_ PO: \_\_\_\_\_ Week Commencing Monday: \_\_\_\_\_

Name		Monday	Tuesday	Wednesday	Thursday	Friday	<u>Saturday</u>	<u>Sunday</u>	Total <u>Basic Hours</u>	Total <u>Overtime Saturday</u>	Total <u>Overtime Sunday / BH</u>
	Hours Worked										
	Overtime										
	Hours Worked										
	Overtime										
	Hours Worked										
	Overtime										
	Hours Worked										
	Overtime										

Company Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Notice to Client**

By signing this timesheet, the Client (i) certifies the Temporary Worker has satisfactorily carried out the assignment at the stated times (ii) acknowledges that we will rely upon the signed timesheet as authority to pay the Temporary Worker and invoice the Client accordingly and (iii) undertakes to pay the relevant charges. The signatory warrants that they are authorised to sign this timesheet on behalf of the Client.