A M B I T I O U S

R E S O U R C E S L T D

Weekly Timesheet

|  |  |
| --- | --- |
| **Name:** |  |
| **Client:** |  |
| **Agency:** |  |
| **Week Ending:** |  |

Please send completed timesheets to: *timesheets@ambres.co.uk*

Ensure all timesheets are received by Ambitious no later than **2 PM** on Monday following the week of the completed timesheet. (It is essential you meet the deadline, or this may prevent you from being paid)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Start Time | Finish Time | Break Duration Deduction | Total Hours To be Paid | Any Comments |
| **Monday** |  |  |  |  |  |
| **Tuesday** |  |  |  |  |  |
| **Wednesday** |  |  |  |  |  |
| **Thursday** |  |  |  |  |  |
| **Friday** |  |  |  |  |  |
| **Saturday** |  |  |  |  |  |
| **Sunday** |  |  |  |  |  |
|  |
| **Totals** |  |  |  |  |  |

# Temporary Worker

Please note that any false or inflated claims of hours worked are regarded as fraud and will be dealt with appropriately. I the claimant confirm that this claim is true and accurate. I can confirm that I have worked the above hours in the performance of my duties. I will indemnify Ambitious Resources Limited for any inaccurate claims that may result in financial loss.

|  |  |  |
| --- | --- | --- |
| Temporary Worker Signature | Print Name | Date |

# Client

I certify that I am an authorised employee of the client named above and that the above-named person has worked the hours stated and should be paid for the total hour’s above. By signing this timesheet I certify that I have read and accept Ambitious Resources Limited Terms of Business. I authorise the above hours for payment.

|  |  |  |
| --- | --- | --- |
| Approved Client Signature | Print Name | Date |

**A m b i t i o u s R e s o u r c e s L t d**

Brighton

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