

Contractor Timesheet

Contractors name: **Ltd Company name:**

Client name: **Month worked:**

Date Worked	Days Worked at Standard Rate	Days Worked at Overtime Rate 1	Days Worked at Overtime Rate 2
1 st			
2 nd			
3 rd			
4 th			
5 th			
6 th			
7 th			
8 th			
9 th			
10 th			
11 th			
12 th			
13 th			
14 th			
15 th			
16 th			
17 th			
18 th			
19 th			
20 th			
21 st			
22 nd			
23 rd			
24 th			
25 th			
26 th			
27 th			
28 th			
29 th			
30 th			
31 st			
Total No. of Days Worked			

I hereby certify, on behalf of the client, that the total days shown above are true and correct and agree to be invoiced accordingly by MCS Group at the rate agreed and to pay such invoice within the agreed payment schedule.

Authorised by (signature):..... **Print Name:**

Title:..... **Date:**.....

Clients should retain a copy of this completed timesheet for their own records.

Please return to MCS Group on email: belfast@mcsgroup.jobs

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