



OPUS Career Management Ltd
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TIMESHEET

Company Name:.....

Address:.....

Workers Name:.....

Job Role:.....

Week Commencing: (Monday)

SUMMARY OF HOURS

Day	Hours		Lunch Break	Total (Excluding lunch)
	Start	Finish		
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
Total Hours Worked:				

Client Authorisation.

I agree that the hours worked by the above named person are correct as shown and the work performed was carried out satisfactorily. I am aware of, and agree to Opus Career Management's Terms and Conditions of Business.

Signature.....

Position.....

Print.....

Date.....

PLEASE EMAIL TO TIMESHEETS@OPUSCAREERS.CO.UK OR FAX TO 020 7801 6201