

BCL Legal Timesheet

Please email a signed copy of this document to timesheets@bclegal.com by 12pm each Monday

Name	
Client company name	
Client Contact Name	

Week Ending Sunday	
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Hours worked – Exclusive of lunch and travelling time

Hourly basis – Insert total number of hour worked. For example: 15 minutes as 0.25; 30 minutes as 0.5; 45 minutes as 0.75.

Daily Basis – Please insert ½ or 1 to indicate days worked

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total Hours/Days
Standard Hours								0.00
Overtime 1 (if applicable)								0.00
Overtime 2 (if applicable)								0.00
Daily / Weekly Hours Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

I hereby certify that the total hours/days worked above are a correct record of the work completed

Contractor Signature

I hereby certify that the total hours/days worked above are a correct record of the work completed and to a satisfactory standard by the temporary worker accounts for the chargeable hours/days at the agreed rate. I accept the current Terms of Business for the Introduction of Temporary Workers by BCL Legal, copies of which are available on request

Client Signature