

# Timesheet

**Timesheets Received after 12 noon on Monday** may not be included in payroll that week. Please ensure the timesheet is completed in full with times stated to the nearest quarter hour. Please scan or take a photo and email to [timesheets@bretsa.co.uk](mailto:timesheets@bretsa.co.uk) or fax to 020 8858 1789.



Worker Name: \_\_\_\_\_

Week Ending Sunday Date: \_\_\_\_\_

Client Setting Name: \_\_\_\_\_

Client Contact Person: \_\_\_\_\_

Address Worked: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: 020 8858 5958  
 Fax: 020 8858 1789  
 Email: [timesheets@bretsa.co.uk](mailto:timesheets@bretsa.co.uk)  
 Whatsapp: 07749 909 409  
[www.bretsa.co.uk](http://www.bretsa.co.uk)

Day	Date	Start	Lunch	Finish	Total
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
<b>Total Hours</b> (to the nearest 1/4 hour)					

By signing this timesheet you are confirming that that the hours are correct, the work was carried out satisfactorily and you authorise payment to the worker and payment of the invoice.  Please note that unless agreed otherwise, payment terms are 14 days from invoice. NOTE: In the event that you take on the worker directly or indirectly (eg as casual bank staff) you become liable to an introduction fee – please see terms of business or contact the office for more information.	Client Name: (Please Print)
	Position:
	Signature:

PLEASE SCAN OR TAKE A PHOTO AND:

EMAIL to: [timesheets@bretsa.co.uk](mailto:timesheets@bretsa.co.uk) | FAX to: 020 8858 1789 | WHATSAPP to: 07749 909 409

**Bretsa Early Years only uses recycled paper for all our stationery. Let's all do our bit for the environment. If you prefer to scan and email your timesheet please email to [timesheets@bretsa.co.uk](mailto:timesheets@bretsa.co.uk) You can download timesheets at [www.bretsa.co.uk/site/timesheet.pdf](http://www.bretsa.co.uk/site/timesheet.pdf)**