

**freelancer's name:** .....

**client name:** .....

**week ending (friday):** .....

Complete the boxes below using the 24 hour clock (Hours to be rounded up to the nearest quarter)

day	start	finish	breaks	total hours worked	normal hours	overtime
mon						
tue						
wed						
thu						
fri						
sat						
sun						
<b>total</b>						

**authorised client signature** .....

I certify that the total hours shown here have been satisfactorily worked and that the payment will be made in respect of these in accordance with CCP's Terms & Conditions of business, which form the basis of this transaction.

Name (in block capitals): .....

Position: .....

Date: .....

**please ensure your timesheet is faxed on friday pm to:**  
**0870 901 7009**