

# time sheet

## 1. candidate & assignment details

name
company name
department / address

## 2. time sheet period and hours worked

this time sheet is for the week ending sunday...
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please complete the time sheet using the 24 hour clock

for devonshire use only / hours worked at

	time started	break started	break finish	time finished	total hours	client initial
monday						
tuesday						
wednesday						
thursday						
friday						
saturday						
sunday						
weekly total hours worked .>>>						

standard	overtime 1	overtime 2	overtime 3

## 3. candidate confirmation

Signature	date
the above details are correct in relation to the hours I have worked	

## 4. client authorisation

authorised signature	name
position	date

We/I accept and understand that all invoices are due for payment 14 days from invoice date and that RR Donnelley reserve the right to charge interest on payments as per the Late Payment of Commercial Debts (Interest) Act 1998 and Late Payment of Commercial Debts Regulations 2002.

Important: please keep a copy for your records and fax or email this time sheet to us on **020 7469 0801** or [payroll@devonshire.co.uk](mailto:payroll@devonshire.co.uk) to arrive no later than 10:00am on the tuesday immediately following the week worked. If you have faxed us your time sheet please contact amrit kalsi in payroll on 020 7469 0763 to confirm that it has been received.