

# Timesheet

White: Client's copy

Yellow: Temporary worker's copy

Blue: Kate + Co copy



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Account Address	Job No.
	Account Number
	Order No.
	Week-Ending Date
Name of Temporary Worker	Assignment Start Date
Reg. No. Category	

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## SUMMARY OF HOURS WORKED (To be completed by Client)

	Time Started	Time Finished	Time taken for Meals	Hours actually Worked
Mon.				
Tues.				
Wed.				
Thur.				
Fri.				
Sat.				
Sun.				

I certify that the total of \_\_\_\_\_ hours have been satisfactorily worked and that payment will be made in respect of these according to your terms and conditions of business which I have received and accept as the basis of this transaction.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ POSITION \_\_\_\_\_