

Finance Department
 4 Dock Offices
 Surrey Quays, London
 SE16 2XU
 Tel 0845 166 8066
 Fax 0845 833 8060



Fax **AND** post your timesheet as soon as you have completed it – no later than Tuesday evening of the following week.

Timesheet

Hospital / Employer	Royal Hospital	Employee / Contractor	John Smith
Contact Person	Sarah Jones	Week ending (Friday)	02/11/05
Department	Audiology	Dept Tel No	0207 123 4567
Address	10 Anderson Rd London	Dept Fax No	0207 123 4560

	Date	Start Time	End Time	Break	Total
Monday	01/11	9.00	17.00	1hr	7
Tuesday	02/11	9.00	17.00	1hr	7
Wednesday	03/11	9.00	17.00	1hr	7
Thursday	04/11	9.00	16.30	1/2 hr	7
Friday	05/11	9.00	17.00	45min	7 1/4
Saturday					
Sunday					
Other / Travel					
Total					35 1/4

Total = Total hours minus break.

I certify that the attendance and the work of the above named person have been satisfactory and that no claim will be made against the Agency's invoice. I acknowledge that we accept your Terms and Conditions of Business.

Timesheets must be signed by the head of Department or by an assigned supervisor.

Sarah Jones
 Employer / Manager Authorised Signature
SARAH JONES
 Name in BLOCKS

Smith
 Employee / Contractor Signature
5/11/05
 Date

White copy Return to Impi Pink copy Retained by Employee / Contractor
 Green copy Return to Impi Blue copy Retained by Employer / Client

Post white and green copy to Impi Health.

Please Note:
 Overtime should be completed on a separate timesheet. Please indicate whether the rate is different from normal rate.

*Travel expenses (where applicable) claimed on a separate form.