

Anjel Direct Ltd

66 Springbank Road Hither Green, London. SE13 6SN

Tel: 020 8852 1622

Work Schedule

All timesheets **MUST** be submitted at the office by 10am on Mondays for payment Friday.

Staff Name

Week Ending:

Client name, Address					Activity				
Day	Date	Morning Start & Finish Time	Lunch Start & Finish Time	Teatime Start & Finish Time		Evening Start & Finish Time	Daily Total Hours Worked	Travel time	Client Signature
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									
Total hours:									

Timesheet Authorisation

Staff Signature:

Printed Name:

Authorising Officer Signature:

Date:

Date:

Date: