


TO COMPLETE A TIMES RESOURCES TIME RECORD SHEET

Download either the **daily** or **hourly** time record sheet from our website.



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TIME RECORD SHEET FOR DAILY PAID CONSULTANTS

CONSULTANT:

CLIENT COMPANY:

TO BE AUTHORISED BY:

MONTH/YEAR: Jan-2009

	Week 1		Week 2		Week 3		Week 4		Week 5		Week 6	
	Date	No. of Days	Date	No. of Days	Date	No. of Days	Date	No. of Days	Date	No. of Days	Date	No. of Days
MONDAY	29-Dec-08	0	5-Jan-09	0	12-Jan-09	0	19-Jan-09	0	26-Jan-09	0	2-Feb-09	0
TUESDAY	30-Dec-08	0	6-Jan-09	0	13-Jan-09	0	20-Jan-09	0	27-Jan-09	0	3-Feb-09	0
WEDNESDAY	31-Dec-08	0	7-Jan-09	0	14-Jan-09	0	21-Jan-09	0	28-Jan-09	0	4-Feb-09	0
THURSDAY	1-Jan-09	0	8-Jan-09	0	15-Jan-09	0	22-Jan-09	0	29-Jan-09	0	5-Feb-09	0
FRIDAY	2-Jan-09	0	9-Jan-09	0	16-Jan-09	0	23-Jan-09	0	30-Jan-09	0	6-Feb-09	0
SATURDAY	3-Jan-09	0	10-Jan-09	0	17-Jan-09	0	24-Jan-09	0	31-Jan-09	0	7-Feb-09	0
SUNDAY	4-Jan-09	0	11-Jan-09	0	18-Jan-09	0	25-Jan-09	0	1-Feb-09	0	8-Feb-09	0
Total Days		0		0		0		0		0		0



TOTAL DAYS 0

EXPENSES

CLIENT SIGNATURE: _____ DATE: _____

PLEASE NOTE: Clients are requested to check all the information above is correct prior to signing. Your signature on this Time Record Sheet is our authorisation to charge your company for the approved hours and any expenses where specified. It is also deemed to be confirmation of your acceptance of our Terms and Conditions of Business. Copies available upon request.

CONSULTANT SIGNATURE _____

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Complete all yellow boxes. Start with the Month/Year box to see the dates change to your current month.

Note: Entering the Month & Year you are recording will automatically populate the correct dates below.

Only enter expenses if your contract with TIMES Resources allows you to claim expenses.

Make sure the “To be Authorised by” is the same as detailed in your contract with TIMES Resources and is the same person who is signing the “Client Signature”

Once complete, print out. You sign “Consultant Signature” and ask the authorised Client to sign and date.

Now send to TIMES Resources together with your Limited Company Invoice.

Please do not create your own Time Record sheet as these will not be allowed for processing your payment.

The time record sheet has been designed to show 6 weeks’ worth of days to ensure we can always capture a full month. Please only complete the days you are claiming for that month.