


How to Complete a TIMES Resources Time Sheet

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



TIME RECORD SHEET FOR DAILY PAID CONSULTANTS

CONSULTANT:

CLIENT COMPANY:

TO BE AUTHORISED BY:

MONTH/YEAR:

TIMES Resources Limited
 Warwick House, 67 Station Road, Redhill,
 Surrey, RH1 1QU
 t: +44 (0) 1737 780 822 f: +44 (0) 1737 780823
 e: payrun@timesresources.com

	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-Jun-15	0	6-Jul-15	0	13-Jul-15	0	20-Jul-15	0	27-Jul-15	0	3-Aug-15	0
TUESDAY	30-Jun-15	0	7-Jul-15	0	14-Jul-15	0	21-Jul-15	0	28-Jul-15	0	4-Aug-15	0
WEDNESDAY	1-Jul-15	0	8-Jul-15	0	15-Jul-15	0	22-Jul-15	0	29-Jul-15	0	5-Aug-15	0
THURSDAY	2-Jul-15	0	9-Jul-15	0	16-Jul-15	0	23-Jul-15	0	30-Jul-15	0	6-Aug-15	0
FRIDAY	3-Jul-15	0	10-Jul-15	0	17-Jul-15	0	24-Jul-15	0	31-Jul-15	0	7-Aug-15	0
SATURDAY	4-Jul-15	0	11-Jul-15	0	18-Jul-15	0	25-Jul-15	0	1-Aug-15	0	8-Aug-15	0
SUNDAY	5-Jul-15	0	12-Jul-15	0	19-Jul-15	0	26-Jul-15	0	2-Aug-15	0	9-Aug-15	0
Total Days		0		0		0		0		0		0

TOTAL DAYS:



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 using payrun@timesresources.com (not an individual at TIMES)

Please do not create your own Time Sheet as these **will not be accepted** 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 calendar month.