



Employee's Name:

Company worked at:

Week Commencing:

Reporting to:

	Start Time	Finish Time	Breaks	Hours Worked
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

Total Hours for the Week:

Total Days for the Week:

Employee's Signature:

Manager's Signature:

Date:

Date:

To ensure prompt payment, please send completed timesheets to us by 12 o'clock on the following Monday

Please send to: emma@truffletalent.com, cc in london@truffletalent.com