

No.1 Sherman Road  
Bromley, Kent, BR1 3JH, UK

Contractor Name

Contractor's Company Name (if applicable)

Client Contact name

Client Company Name (IN FULL)

Invoice No:

(Internal use ONLY)

W/E Sunday:

TIMESHEET	START TIME	FINISH TIME	BREAKS	STANDARD RATE	OVERTIME RATE 1	OVERTIME RATE 2	OVERTIME RATE 3	*TRAVEL RATE	TOTAL HOURS (MINUS BREAKS)
DAY	HRS : MINS	HRS : MINS	HRS : MINS	HRS : MINS	HRS : MINS	HRS : MINS	HRS : MINS	HRS : MINS	HRS : MINS
MONDAY									
TUESDAY									
WEDNESDAY									
THURSDAY									
FRIDAY									
SATURDAY									
SUNDAY									

\* WHERE APPLICABLE

WEEKLY - TOTAL CHARGEABLE  
HOURS & MINS

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EXTENDED RATES	DETAILS OF INACTIVE/ACTIVE ON-CALL, DISTURBANCE AND ALLOWABLE CLAIMS AS PER CONTRACT SCHEDULE, INCLUSIVE OF DATES WHERE APPLICABLE	TOTAL HOURS	O*
		DAYS	O*
EXTENDED RATE 1			
EXTENDED RATE 2			

\* TICK

## CONTRACTOR'S VERIFICATION

THE CONTRACTOR'S SIGNATURE HEREBY CONFIRMS THAT THIS TIMESHEET IS AN AUTHORISED AND ACCURATE RECORD OF HIS/HER CHARGEABLE WORKING HOURS IN ACCORDANCE WITH THE STANDARD TERMS OF BUSINESS AND THAT THEY HAVE READ AND UNDERSTOOD THE COMPLIANCE NOTES OVERLEAF.

CONTRACTOR NAME:

CONTRACTOR SIGNATURE:

SUPPLIERS COMPANY NAME:

DATE:

## CLIENT CONFIRMATION

THE CLIENT'S SIGNATURE HEREBY CONFIRMS SATISFACTION WITH BOTH THE AMOUNT OF RECORDED HOURS AND STANDARD OF WORK, WHICH SHALL CONSTITUTE AND UNDERTAKING TO PAY IN ACCORDANCE WITH THE AGREED STANDARD TERMS OF BUSINESS UNLESS OTHERWISE AGREED IN WRITING.

AUTHORISED CONTACT:

AUTHORISED SIGNATURE:

POSITION:

DATE:  
(AFFIX COMPANY STAMP WHERE APPLICABLE)

ONE COPY TO BE RETAINED BY THE CLIENT & CONTRACTOR. ONE COPY TO BE FORWARDED TO COMMSRESOURCES.



## COMPLIANCE NOTES

Illegibility or failure to complete this form and any of the relevant boxes correctly may result in late or no payment.

- This form must be authorised by the Client representative
- Timesheets must be forwarded during the term of the Agreement Indicating hours/Additional work completed, including all absences.
- Additional Pay Rates, Extended Rates and Travel Rates should be completed if applicable, in accordance with the terms and conditions of your Agreement.
- Weekly Timesheets will always start on a Monday and end on a Sunday. The week ending Sunday date must be entered on the Timesheet, except,
- For Contractors paid on a calendar month basis, Timesheets must be started on the 1st working day of every month and completed with an end date of the last working day of every month. For example, if the timesheet begins on Tuesday, 1<sup>st</sup> February that's when the timesheet should start. If it ends on Wednesday, 28 February that's when it should finish. Your new timesheet would therefore start on Thursday, 1<sup>st</sup> March.
- Timesheets must be completed and signed by the Clients representative at the end of each Timesheet period.
- To ensure regular payments, Timesheets must be submitted to COMMSRESOURCES no later than close of business (UK Time) on the Tuesday following the last Timesheet date.
- For Registered Company and Self-Employed Contractors, a correctly completed Invoice must accompany all timesheets for each agreed payment period e.g. Monthly.
- If VAT, GST, or Sales / Service Tax is being claimed the relevant Tax number must be quoted on each invoice.
- Faxed invoices and timesheets will be accepted from Contractors but must be followed up with posted originals where practicable.
- Except where otherwise stated, payment of any invoice will be included in an Electronic Payment Run on the 5th working day after the date the invoice was received by COMMSRESOURCES. Payment will normally be in the beneficiary's account two working days after the date the payment is made. The Processing date will be the date received not the date of the invoice.

