



# Bookright Employment Ltd

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Somerset BA4 5AS  
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## Weekly Timesheet

Please ensure timesheet is signed and faxed to Bookright by Monday morning

Worker name: \_\_\_\_\_ No. \_\_\_\_\_

Company: \_\_\_\_\_ Reporting to: \_\_\_\_\_ Week comm: \_\_\_\_\_

### Record of hours, showing all main breaks

Date	Start time	Breaks	Finish time	Total hours	Comments
Sun					
Mon					
Tue					
Wed					
Thu					
Fri					
Sat					

Rate:-	Std.	x 1.5	x 2	total
Hours				

I certify that the hours shown are correct and that the work was satisfactory

Signed: \_\_\_\_\_ Position: \_\_\_\_\_

Print name: \_\_\_\_\_ Date: \_\_\_\_\_

Workers: please ensure this timesheet is completed and signed by your supervisor.