



**Tower Staff Construction Ltd**  
 Office 3, The Business Hive, 13 Dudley Street,  
 Grimsby, Ne Lincs, DN31 2AE  
 Tel 01472 350498 Mob 07888731158 Fax 01472 898780  
 Email: [info@towerstaffconstruction.co.uk](mailto:info@towerstaffconstruction.co.uk)



**Tower Staff Construction Ltd**  
**Time Sheet**

Return to:  
[info@towerstaffconstruction.co.uk](mailto:info@towerstaffconstruction.co.uk)

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If this Time Sheet is not in our office by 5pm on the following Monday, payment will be DELAYED

Name: \_\_\_\_\_

Week Ending (Friday): \_\_\_\_\_

**CONTRACT ADDRESS**

Company: \_\_\_\_\_  
 Contract: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Postcode: \_\_\_\_\_  
 Client Code: \_\_\_\_\_  
 Report to: \_\_\_\_\_

**INVOICE ADDRESS**

Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Post Code: \_\_\_\_\_  
 Client Order No: \_\_\_\_\_  
 C.O.T.B. No. \_\_\_\_\_

	Start Time	Finish Time	Total Hours	Minus Breaks	Hours Paid
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
<b>TOTAL HOURS WORKED:</b>					
<b>TOTAL HOURS PAID:</b>					

**CLIENT AUTHORISATION**

I hereby confirm that the hours have been worked by the Temporary Worker, all breaks have been deducted and all work carried out by the Temporary Worker has been checked and that I am satisfied with the standard of work. I have read and understood your terms and conditions of business.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

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

