



ULTIMATE
care agency

Unit 217, Victory Business Centre
Somers Road North, Portsmouth, PO1 1PJ
Phone: **0239-217-0216 / 07532707636**
Email: **ultimatecare@gmail.com**
Website: **www.ultimatecareagency.com**
Company Reg. No 10465350

TIME SHEET

Temporary: Please ensure time sheets are signed each day.
No signature/no pay
Please return signed time sheets by 10am on Monday for pay on Friday.
Late time sheets will not be processed until the following week, thereby delaying your pay.

Time sheets form basis for INVOICE payable within 14 days of INVOICE date.
MINIMUM BOOKING: 6 HOURS

Client Name: _____

Address: _____

Employee: _____ **Week Ending:** _____

	Date	Start Time	End Time	Breaks	Total Hours	Authorised Signature
MON						
TUE						
WED						
THU						
FRI						
SAT						
SUN						
					Total Hours :	