



# WORKS TIME SHEET

Head Office: 7 Henwood Industrial Estate, Ashford, Kent TN24 8DH  
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Timesheets must be returned to the office by 12 Noon on a Monday. Failure to return by this time may result in a delay of payment.

Client: \_\_\_\_\_

Site: \_\_\_\_\_

Contract No: \_\_\_\_\_

Week Ending: \_\_\_\_\_

PRINT NAME	TRADE	<b>KEY</b> Total = Duration between Work start and finish times excluding breaks. Break = The days total break taken.		PLEASE USE 24-HOUR CLOCK (E.G. 0730 - 1930)												TOTAL HOURS TO BE PAID	EXTRAS
				SAT	SUN	MON	TUES	WED	THURS	FRI							
		START	FINISH														
		TOTAL	BREAK														
		START	FINISH														
		TOTAL	BREAK														
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		TOTAL	BREAK														
		START	FINISH														
		TOTAL	BREAK														

All personnel are supplied by CRS in accordance with our terms and conditions (Please see our website www.civilrailsolutions.co.uk/terms). The signature below confirms that the contracted hours performed are correct and that all services have been to the signatories satisfaction. The signatory below also confirms that they are authorised by the contracting company to release this time sheet to CRS.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_

