



City Site  
Solutions

# HEAD OFFICE

## Weekly Temporary Worker Timesheet

This **must be** completed and returned to us by **12.00pm Monday** at the latest.  
Please send by post to our office address or email to [admin@city-site.co.uk](mailto:admin@city-site.co.uk).

**CLIENT**

**WEEK ENDING**

**WORK LOCATION**

**ORDER NUMBER**

NAME	TRADE	MON	TUES	WED	THURS	FRI	SAT	SUN	TOTAL CHARGEABLE HOURS

The above operatives are supplied by **City Site Solutions Ltd** under a contract for service basis.  
I confirm that the above chargeable hours are correct and that work was carried out to my satisfaction.

**PLEASE ENSURE THAT ALL BREAKS HAVE BEEN DEDUCTED FROM THE HOURS ON THIS TIMESHEET**

Authorised Co. Signature.....

Position .....

Company .....

Name .....

Date .....

### CITY SITE NOTES

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