Timesheet/Work Completion Certificate

Contractor:…… ……Staff Ref No…..……..……

Client:……..Booking Ref No.……

Week Ending Date (Sunday):……. Grade Worked ……..

Week Day	Start Time	End Time	Break	Hours Worked
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
Total Hours Claimed				
Mon-Fri Day Hours from 08.00-20.00, Mon-Fri Night Hours from 20.00-08.00, Sat Hours from Sat 08.00- Sun 08.00, Sun Hours from Sun 08.00-Mon 08.00, Bank Holiday Hours from 00.01-00.00 on Bank Holiday Day				

Please copy twice. Provide one copy to the client, keep one copy for your records and send the other original with an invoice addressed to:

Accounts Administrator
Divine Blessing International Ltd
47 Wychford Drive
Sawbridgeworth
Herts, CM21 0HA

Invoices and Timesheets can be received in the following ways
Scanned and Emailed: **accounts@dbint.co.uk**
Fax: **0845 270 2566**
By Post: **Accounts Department, Divine Blessing International Ltd, 8 Waterside, Station Road, Harpenden, Hertfordshire, AL5 4US**

Should you have a query relating to timesheets, invoicing and payroll please contact **0845 881 1112**
Should you have a query regarding contractual issues please contact **05603 448791**

Signed by Contractor:…….

Print Name:…….. Date:…….

Signed by Client:……

Print Name:…….. Date:…….

These signatures confirm that the work is complete and the client is satisfied.
Divine Blessing International Ltd will only pay the invoice once the timesheet has both signatures.