



Weekly Timesheet

Contractor:

Client:

Week Ending Sunday:

GenTec Use Only	
GenTec Invoice No.:	
Invoice Date:	

Day	Start	Finish	Lunch	Start	Finish	Daily Total
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
					Weekly Total	

Please state Daily & Weekly Totals of hours worked in Decimal Values

Project Reference (if applicable):.....

Signed and Approved on behalf of the Client:.....

Name and Position:.....

GenTec must be notified of ALL absences, preferably with 2 week's notice

PLEASE ENSURE OUR CLIENT AUTHORISES YOUR TIMESHEET BEFORE FAXING