TIMESHEET

NAME:

CLIENT:

W/E SUNDAY:

- Please enter the Client Name, your name and the Week Ending Date
- Use the 24 hour clock when recording your start and finish time
- Record all file/project numbers if applicable
- Deduct all breaks including lunch breaks
- Clearly detail holiday & sickness

DAY	FILE No. /PROJECT	START	FINISH	BREAKS	HOURS WORKED
Mon					
Tues					
Wed					
Thurs					
Fri					
Sat					
Sun					

	TOTAL HOURS		
For Origin		**Basic Hours**	
Paralegal use		**Overtime Hours**	
only		**Premium Overtime**	

Please sign and date your timesheet and ensure that your supervisor signs your timesheet and keeps a copy. Please copy the timesheet for yourself and the client and then FAX (01206 233501) or email to emily.allinson@originlegal.co.uk **Please note - it is your responsibility to ensure that Origin Paralegal receives your timesheet.**

TO BE COMPLETED BY THE CLIENT
Contact name: ……………………..……..   Position: ……………………………………………
Client signature: …………………………………   Date: ………………………………………
TO BE COMPLETED BY THE CANDIDATE
I declare that the contents of this timesheet are true. In the event of a dispute regarding claimed hours/days, I will be liable to repay any overstated amount unless the timesheet has been duly authorised by the client. Name: ………………………………………………………………………………………………
Signature: …………………………………   Date: ………………………………………..