



MHSItd TIME SHEET

TEL: 01865 6047 93/ 07856 018442

Merewood Healthcare Services Ltd, Office 3, 174B, Cowley Rd, OX4 1UE

Email: payroll@merewoodhealthcare.co.uk/whatsup

For office use only			
Wk day	Wk night	W/E night	W/E day
Sleep ins	Mileage	Expenses	Special rate

NAME:

Week ending:

Client details:

Time sheets must be returned to the office by 9am Monday for payment that Friday to the email above or fax. Unauthorised timesheets will not be processed

Please ensure the hours are rounded to the nearest 1/4 of an hour **Office use only**

Day	Date:	Start eg 0800	Breaks	Finish time	Sleep in	Hours worked	Day hours 0800am-2000	Night hours 2000-0800am
Mon								
Tue								
Wed								
Thur								
Fri								
Sat								
Sun								
To be completed by client				Total				

By signing this time sheet, the client accepts the hours worked and agrees to pay in accordance with MHSItd terms of business at the agreed charge rate. If the worker is later engaged permanently or on fixed term contract, within Six months of this agreement ending, the client agrees to pay a permanent introduction fee as per our terms of business. A copy of our terms of business is available on request

Authorised Name:

Signature:

Position Held:

Date

Please sign and make a copy as our staff takes the original