



bakerharding

Baker Harding LTD, 2 Church Lane, Pudsey, LS28 7BD
Tel (0113) 2393301 Fax (0113) 2361651 email: admin@bakerharding.co.uk

TIME SHEET

Name: _____ Job Title: _____

Client: _____

Week Ending: _____

	Start Time	Lunch	Finish Time	Total Hours
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

Important – use ball point & press firmly

TOTAL HOURS

This time sheet is authority to invoice. Please ensure that times and hours are correct before authorising. Authorised signatory for Clients should complete "Total Hours" in words.

Signed and Approved

Total Hours (in words)
