



**Please Complete and Return this Timesheet no later than 12 PM on Tuesday.**

You can email your timesheet to: [info@pharezsolutions.co.uk](mailto:info@pharezsolutions.co.uk)

Client Name: \_\_\_\_\_ Client Address: \_\_\_\_\_

Staff Name: \_\_\_\_\_ Week commencing Monday Date: \_\_\_\_\_ Week Ending Date: \_\_\_\_\_

DAYS	DATE	MORNING/ LONG DAY		LUNCH		TEA		BED/NIGHT		TOTAL HOURS PER DAY
		Start	Finish	Start	Finish	Start	Finish	Start	Finish	
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
Saturday										
Sunday										

Staff Signature: _____	Date: _____	Total hours worked: _____
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**NOTICE TO CLIENTS**

We certify that the above-mentioned staff member has attended for assignment with us at the stated times and to our satisfaction.

**Any questions? Please call** Pharez Solutions **on** 03337722056

**Email:** [info@pharezsolutions.co.uk](mailto:info@pharezsolutions.co.uk) **Web:** [www.pharezsolutions.co.uk](http://www.pharezsolutions.co.uk)

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