

TIME SHEET

Caval Leeds
 York House
 31 York Place
 Leeds
 LS1 2ED
 T 0113 203 1240
 F 0113 203 1249

Caval Manchester
 Orega Manchester
 3 Piccadilly Place
 Manchester
 M1 3BN
 T 0161 242 1177
 F 0113 203 1249

E info@planetcaval.com
 www.planetcaval.com



Client/Hirer _____ Week Ending _____

Site Address _____

Candidate Name												
Job Title												
Day	Date	Reg Hrs	O/T	Reg Hrs	O/T	Reg Hrs	O/T	Reg Hrs	O/T	Reg Hrs	O/T	
Mon												
Tue												
Wed												
Thu												
Fri												
Sat												
Sun												
Total												

Do not include lunch breaks or travel time.
Important: Please return to Caval by midday Monday to ensure payment this week.

Client/Hirer Signature _____ Please print name _____
 confirming hours

Position _____ Date _____

A signed timesheet will be deemed as confirmation of the final hours for invoice/pay purposes and as such no deduction from invoices will be accepted. A signed timesheet by authorised signatory is acceptance of our terms of business overleaf.

White copy to Caval. Pink copy to Worker. Blue copy to be retained by Client/Hirer.

