

FREELANCE TIMESHEET

Please make sure that you get this timesheet signed by the client and attach to your invoice, this confirms that the client is happy with the work and the time taken to complete the project.



Freelancer's name Working for (Co)

Reporting to

Start Date Week End

	START TIME	LUNCH	FINISH TIME	TOTAL (LESS BREAK)	OVERTIME
M					
T					
W					
T					
F					
S					
S					
TOTAL					

Signed Freelancer

Print name

.....
Signed Client

.....
Print name

By signing this form:

We the Client confirm that we have received and accepted the Terms of Business of Tribe-People Limited

I, the Client confirm that the above hours worked are correct and that I am satisfied with the work completed