

# SW1 Concierge 4 You



## concierge worker timesheet

Please complete and return this timesheet no later than 9.30 am Monday morning. Otherwise payment unfortunately will be delayed. Signed timesheets may be faxed, posted or scanned and emailed to [timesheetcams@sw1concierge4you.com](mailto:timesheetcams@sw1concierge4you.com)

Client: \_\_\_\_\_ Assignment start date: \_\_\_\_\_ Concierge worker's name: \_\_\_\_\_  
 Client address: \_\_\_\_\_ Assignment type: \_\_\_\_\_ Job title: \_\_\_\_\_  
 SW1 reference: \_\_\_\_\_ Date: \_\_\_\_\_

Summary of hours worked				
	Start	Lunch	Finish	Total hours
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

For SW1 Concierge4You office use only			
	Hours	Pay rate	Charge rate
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

**For client use only**

I, the client, certify that the total of  hours have been satisfactorily worked and that payment will be made in respect of these according to SW1 Concierge4You's Terms of Business.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Print name: \_\_\_\_\_ Position: \_\_\_\_\_

**For concierge worker use only**

I, the concierge worker, certify that the hours stated are accurate. I also undertake the responsibility to have my timesheet(s) signed at the end of every assignment or (for longer assignments) working week.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Total number of hours worked in words: \_\_\_\_\_

