



**HOW TO COMPLETE YOUR TIMESHEET CORRECTLY**

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CLIENT/CONTRACTOR	<u>SPINNAKERS CLIENT NAME</u>	<b>OFFICE USE ONLY</b>																																																																													
SITE ADDRESS	<u>THE SITE ADDRESS WHERE YOU ARE WORKING</u>	CONTRACT ID																																																																													
<b>PLEASE NOTE - ALL HOURS ARE BOOKED FOR WORKS CARRIED OUT AND DO NOT INCLUDE BREAKS</b>		EC																																																																													
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<p><b>PLEASE NOTE : ALL TIMESHEETS MUST BE SUBMITTED TO OUR ACCOUNTS TEAM NO LATER THEN 3PM EVERY TUESDAY</b>                  The section below is to be completed by an authorised signatory (I.e. the Site Foreman or Site Manager)</p>																																																																															
NAME:	<u>SUPERVISORS NAME</u>	POSITION:	<u>SUPERVISOR POSITION</u>	<u>Comments</u>																																																																											
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