

# GP – Time Sheet

## Section 1

Please Fax on completion to 01582 345 355

Locum Name .....

Client Name .....

## Section 2 To be completed by the Locum Doctor

Please note that we can only accept one timesheet per week for each organisation that you work at. We advise that you have your timesheet completed on your last working day of the week. We cannot accept one timesheet per day if the days are within the same week.

### STANDARD DUTIES AS STATED ON YOUR CONTRACT - UNITS

	Date	Start/Finish Time (am)	Start/Finish Time (pm)	Days	½ Days	on Call Days	Hours	Admin Hours	Hours on Call	Visits	Others (specify)
Saturday											
Sunday											
Monday											
Tuesday											
Wednesday											
Thursday											
Friday											
<b>TOTALS</b>											

### ADDITIONAL DUTIES NOT STATED ON YOUR CONTRACT – UNITS

	Date	Start/Finish Time (am)	Start/Finish Time (pm)	Days	½ Days	on Call Days	Hours	Admin Hours	Hours on Call	Visits	Others (specify)
Saturday											
Sunday											
Monday											
Tuesday											
Wednesday											
Thursday											
Friday											
<b>TOTALS</b>											

## Section 3 To be completed by the Client – Practice Manager or Lead GP to sign only

I authorise this timesheet and agree that the units stated are correct and I wish for you to send me an invoice for these units, without the need for another correspondence.

I understand that Locum Staffing Standard Terms of Business apply and we will not book or employ this Locum directly or through any other agency. Unless we have prior written permission from Locum Staffing Limited. If this occurs the standard introduction fee will apply.

Authorising Signatory Name .....

Signed .....

Date .....

Job Title .....

**Lead GP / Practice Manager will be Authorised only**

**Fax:** 01582 345 355 | **E-mail:** admin@locumstaffing.co.uk  
**Post to:** Locum Staffing Limited, F20a Basepoint, 110 Butterfield, Great Marlings, Luton, LU2 8DL

**TIMESHEET DEADLINE – FRIDAY 11.59 pm**