

# OUT OF HOURS TIMESHEET – 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

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

	Date	Start/Finish Time (am)	Start/Finish Time (pm)	Hours Claimed	Site Worked At	Signature to confirm hours worked each day
Saturday						
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
<b>TOTAL</b>						

## Section 3 To be completed by the Client

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.

Locum Staffing standard terms and conditions apply to this booking. Standard introductory fee will be charged if Locum is taken on directly or allowed to change agencies. See Terms & Conditions for full details – [www.locumstaffing.co.uk/terms](http://www.locumstaffing.co.uk/terms)

Authorising Signatory Name .....

Signed .....

Date .....

Job Title .....

**Fax:** 01582 345 355 | **E-mail:** [admin@locumstaffing.co.uk](mailto:admin@locumstaffing.co.uk)

**Post to:** Locum Staffing Limited, F20a Basepoint, 110 Butterfield, Great Marlings, Luton, LU2 8DL

**TIMESHEET DEADLINE – FRIDAY 11.59 pm**