

Contractor's Time Sheet

Accounts: 9 Bell Business Park, Smeaton Close,
Aylesbury, Bucks HP19 8JR



Fax No: 01296 395436 Payroll Queries: 01296 737333
Fax No: 01296 397752

Contractor's Name:

Company:

Ltd Co. Name:

Week Ending:

	Standard Rate	OT Rate (if applicable)	Weekend	Night
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
TOTAL				

Contractor: Signed: Date:

It is your responsibility to ensure we receive your timesheet by 12 noon on the Monday.
(FOR LTD Co. CONTRACTORS invoices must be received by 9.30am Tuesday).
Late time-sheets/invoices will be paid the following week.

Client Authorisation: Signed: Date:

Please note that client signature is acceptance by the client of Orion's terms of business and that the contractors work has been carried out to a satisfactory standard and Orion will raise an invoice for payment against the hours on the timesheet. Please see sample of standard terms of business on the reverse.

