

Freelance timesheet – for invoicing Gabriele Skelton directly

This timesheet should be sent via email to gs@blueintellect.com or faxed to Gabriele Skelton on 01923 850906.

Payments will be made to you every 4 weeks on receipt of this timesheet which must be approved and signed by the Client.

Freelancer's name _____ Working for (company) _____

Reporting to _____ Start date _____

Week ending

	Start time	Lunch break	Finish time	Total hours (less breaks)	Overtime (if agreed)
Monday	_____	_____	_____	_____	_____
Tuesday	_____	_____	_____	_____	_____
Wednesday	_____	_____	_____	_____	_____
Thursday	_____	_____	_____	_____	_____
Friday	_____	_____	_____	_____	_____
Saturday	_____	_____	_____	_____	_____
Sunday	_____	_____	_____	_____	_____
			Total/s	_____	_____

Signed by freelancer _____ Print name _____

Signed by Client _____ Print name _____

- + By signing this form, we the Client confirm that we have received and accepted the Terms of Business of Gabriele Skelton Ltd.
- + I, the Client confirm that the above hours worked are correct and that I am satisfied with the work completed.