

Freelance timesheet – for invoicing Gabriele Skelton directly

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

Payments will be made to you every week 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.