



# TIME SHEET

Borderline Business Agency Ltd, 3 Easter Street, Duns, TD11 3DW.  
Telephone; (01361) 883633 Fax: (01361) 884117

PLEASE FILL IN THE FOLLOWING INFORMATION CORRECTLY.

- 1) YOUR NAME .....
- 2) THE COMPANY'S NAME .....
- 3) THE COMPANY'S ADDRESS.....
- 4) THE NATURE OF YOUR WORK ..... DEPT. HEAD .....
- 5) THE HOURS WORKED BEGINNING WITH MONDAY AND FINISHING SUNDAY:-

| DAY       | DATE | TIMES WORKED |    |           |    | ACTUAL HOURS |     |
|-----------|------|--------------|----|-----------|----|--------------|-----|
|           |      | MORNING      |    | AFTERNOON |    | NORMAL       | O/T |
|           |      | FROM         | TO | FROM      | TO |              |     |
| MONDAY    |      |              |    |           |    |              |     |
| TUESDAY   |      |              |    |           |    |              |     |
| WEDNESDAY |      |              |    |           |    |              |     |
| THURSDAY  |      |              |    |           |    |              |     |
| FRIDAY    |      |              |    |           |    |              |     |
| SATURDAY  |      |              |    |           |    |              |     |
| SUNDAY    |      |              |    |           |    |              |     |
| TOTAL     |      |              |    |           |    |              |     |

- 6) Ask an authorised company representative to confirm your hours and acceptance of our terms of business by signing here:-

Authorised Signature:..... Position in firm:-.....

(Please read our terms of business overleaf.)

- 7) Enclose a P45 and your National Insurance Number 

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 if we do not already possess them and send this form to us at the above address at the end of each week. Without this information, your wages cannot be calculated accurately.

**CLIENTS PLEASE RETAIN GREEN COPY  
FOR YOUR RECORDS**