



# CHANEL TIMESHEET

This form **MUST** be received by the end of the **DAY** you are working.  
TBC reserves the right **NOT** to book you if your timesheets are late.

NAME:	-----
CONSULTANTS SIGNATURE	-----
POSITION	-----

ANY EVENTS OF NOTE	
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Day	Date	Hours e.g 845-5	Arrival time for shift	Time lurch was taken	Overtime, number of hours	
					+Hours	Signature

GROOMING:	
PUNCTUALITY:	
AUTHORISED SIGNATURE:	
NAME (PRINT):	

CONFIRM STORE INDUCTION:	
WOULD YOU EMPLOY THEM AGAIN:	
DATE:	
POSITION:	

COMMENTS:	
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Overtime can only be paid by tbc if it has been agreed and authorised by both tbc and client prior to commencement of the overtime and your timesheet is received on time.	Office Use Only	
	Date Received:	

TBC and the client reserve the right to withhold payment if we do not receive the signed report within the specified time  
Fax No: 020 7584 5276  
Please phone tbc to confirm the receipt of your faxed pages



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