



LIBERTY  
LONDON

CHECK-IN NO	DATE	SHIFT E/M/L	ARRIVAL & LEAVE TIME	OVERTIME	
				HOURS WORKED	AUTHORISED SIGNATURE
EMPLOYEE NAME:			SUPERVISOR NAME:		
EMPLOYEE SIGNATURE:			SUPERVISOR SIGNATURE:		

*This form must be received by the end of the day you are working. It must be submitted to the office directly or via email to [timesheets@tbcmanagement.co.uk](mailto:timesheets@tbcmanagement.co.uk). TBC reserves the right not to book you if your timesheets are late.*

*TBC and Liberty 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 page.*



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