

## Monthly time sheet



**ARCHER  
RECRUITMENT**

**Client company:**  
**Manager name:**

**Contractor name:**  
**Contractor email:**  
**Contractor phone:**

**Email to: [contracts@archer.ie](mailto:contracts@archer.ie)**

		Hours worked									Expenses €	
Date at start of week	Work description	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total hours	Total days		
		<b>Total</b>										

Timesheet Sign Off	
Contractor signature: _____	Date: _____
Manager signature: _____	Date: _____

Expenses Sign Off	
Contractor signature: _____	Date: _____
Manager signature: _____	Date: _____