



Arts & Media (The Music Market) Timesheet (HOURLY)

Name:	
Week Ending:	
Company:	
Dept:	

DAY	START TIME	LUNCH	FINISH TIME	TOTAL DAILY HOURS (excluding breaks)
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
SATURDAY				
SUNDAY				

Total Weekly Hours (excluding breaks)	
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Authorised By:	
Position:	
Date:	

- Please ensure your timesheet reaches us by 10.30am on a Monday
- Ensure it has been signed and dated by your Line Manager
- Hours worked must be shown to the nearest 1/4 hour
- Mark any holiday days with an H and **DO NOT** include any hours for these days.
- Please keep a copy for your records

Please email it as an attachment to reception@themusicmarket.co.uk