



Timecards must be sent to payroll@wearemove.com*

info@wearemove.com 0207 193 0032

www.wearemove.com @Move_Agency

45/46 Charlotte Road, London, EC2A 3PD

Name

Client

Supervisor

Supervisor Tel.

Week ending Sun.

Purchase Order No.

This assignment will continue

Yes No

Supervisor's signature

Print

I certify that the hours shown here are correct and authorise payment according to Move's Terms & Conditions of business, which I have received and accepted as the basis for this transaction.

Day	Date	Time in	Time Out	Lunch	Reg. hours*	Overtime**	Other
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
					Total (hours)		
						Grand Total (hours)	

* When filling in hours, use the 24 hour clock and round to the nearest 15 minutes.

** When filling in overtime hours, multiply your actual hours by time and a half. use the 24 hour clock and round to the nearest 15 minutes.

FOR CONTRACTOR: Use a separate timecard for each assignment and for each week worked. Each timecard must be signed by your supervisor at the job site. In order to guarantee that you are paid in a given week, you must fax or deliver a completed, signed timecard to Move by 10:00am on Monday unless otherwise instructed. Payment will be made by direct deposit into your account by Thursday of that week. For your first assignment, please confirm your bank details in writing when your timecard is submitted to ensure prompt payment. Hours worked for the same client in excess of eight per day may constitute overtime please confirm overtime before any further hours are worked to guarantee payment of any additional hours. Hours worked on Saturday, Sunday and/or a Bank Holiday may also constitute as overtime. Overtime is time and a half the regular rate, unless previously agreed in writing by Move and the client.

FOR LIMITED COMPANY CONTRACTOR: Each timecard must also be accompanied by an invoice as stated in our Terms and Conditions. A Consultancy agreement needs to be signed for each new assignment in order for you to be paid. FOR CLIENT : Before signing this timecard, please make sure that hours and totals are correct. You will be billed for the hours listed below in accordance with our Terms & Conditions. All of our employees are paid by Move Agency LTD. Please make no payment directly to our employees. Employees may be contacted for employment through Move only, and are supplied in accordance with our Terms & Conditions. In order to contract an employee directly, you must first contact Move for applicable Terms & Conditions.