



## BEACON ENGINEERING RESOURCES

## WEEKLY TIME SHEET

Contractor: _____	Week Ending: _____
Client: _____	Location: _____

DAY OF WEEK	IN	LUNCH	OUT	REGULAR HOURS	OVERTIME HOURS
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
<b>TOTAL</b>					

<b>Contractor Signature:</b> _____	<b>Client Authorization:</b> _____
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- Please complete, sign, and fax/scan time sheet to Beacon before 11:00 am EST on Mondays.
- Client signature confirms that the hours worked by Contractor are accurate. Invoice will be prepared accordingly and Client authorizes payment to Beacon.
- Contractor signature certifies that hours stated above were worked during the designated week ending and were approved by an authorized Client Representative.
- Beacon's standard work week ends on Sunday at midnight; please inform us asap if this differs from Client's billing procedures.
- Authorization is required before working overtime. All hours over forty (40) worked in a week are considered overtime and subject to overtime billing rates, except where otherwise stated in agreements.

<b>Beacon Engineering Resources</b> Phone: 978-887-4292	<b>Fax: 978-887-4905</b> Payroll@beaconengineers.com <i>Visit us at <a href="http://beaconengineeringresources.com">beaconengineeringresources.com</a></i>
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