Dosign

the connecting element

Weektimesheet from - -	untill - -	Weeknumber:	Administration number:

Name employee:	Name client:

Working day	Normal hours	PL/SL*	S*	Overtime …%	Overtime …%	Comments/ reasons for special leave
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
Total						

The client agrees to the hours mentioned above as well as to the quality of the executed activities.
The general terms and conditions of Dosign Engineering B.V. are known and accepted by the client.

Signature client

Signature employee

Send this timesheet every week to P.O. Box 90, 2900 AB Capelle aan den Ijssel by mail to timesheet@dosign.com
Note: in the week that the salaries are being paid, all pink and yellow copies have to be received before Tuesday.

*) Explanation codes: PL = Paid Leave SL = Special Leave S = Sickness

- Original is for the client
- Blue copy is for the employee
- Pink and yellow copies have to be sent every week

Finance & Administration Department ▪ P.O. Box 90 ▪ 2900 AB Capelle aan den Ijssel ▪ The Netherlands

T +31 (0)10 789 78 07 ▪ timesheet@dosign.com

TIMESHEETS