

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					
TOTAL					

Contractor Signature:	Client Authorization:
_____	_____

- Please complete, sign, and fax time sheet to Beacon before 10:00EST on Monday.
- Client authorization confirms that the hours worked by Contractor are accurate. Invoice will be prepared accordingly.
- 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 or applicable state or federal law.

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