



## HIGH PROFILE CARE LIMITED

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THIS TIME SHEET MUST BE EMAILED TO: [timesheets@highprofilecare.co.uk](mailto:timesheets@highprofilecare.co.uk) ON MONDAY BY 12 NOON.  
PLEASE ENSURE TIMESHEETS ARE SIGNED BY AN AUTHORISED PERSON.

Time Sheet No.....

Date: .....

FIRST NAME:	SURNAME:
JOB TITLE:	SIGNATURE:
CLIENTS NAME:	CLIENT'S ADDRESS:

DAY	DATE	START	FINISH	BREAK	Authorised signature	Total
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

TOTAL

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Comments:

**I certify that the above hours are a true record**

SUPERVISORS NAME:

SUPERVISORS SIGNATURE:

DATE: