



**FastTrack Management Services (London) Limited**  
 Unit 4, Century Court, Tolpits Lane, Watford, Hertfordshire, WD18 9RS  
 Telephone 0845 065 9999 Facsimile 0845 065 6666 E-mail accounts@ftrack.co.uk

**Charge Sheet for the Supply of Multiple Workers**  
 Site

Client Name:	Client Contact:	Client Ref:	Weekending:
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Operative Name:	Description of Hours to be Paid	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total Hours	Initials
	Base Hours to be Paid									
	Overtime Hours to be Paid									
	<b>Total Hours to be Paid</b>									
	Base Hours to be Paid									
	Overtime Hours to be Paid									
	<b>Total Hours to be Paid</b>									
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	Overtime Hours to be Paid									
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	Overtime Hours to be Paid									
	<b>Total Hours to be Paid</b>									
	Base Hours to be Paid									
	Overtime Hours to be Paid									
	<b>Total Hours to be Paid</b>									

This Charge Sheet must be returned to FastTrack Management Services (London) Limited to arrive no later than 2.00pm on the Monday following the week in which the above hours were worked. Payments may be delayed if this Charge Sheet is not returned on time. The client should retain a copy for their records.

I ..... as an authorised signatory of ..... (the Client) confirm that the individuals named above completed the hours contained on this Charge Sheet and confirm that the standard of work undertaken was satisfactory. By signing this Charge Sheet I am authorising FastTrack to pay these individuals and invoice our company at the agreed rates for the services supplied.

**In order to avoid fraudulent claims please initial the total hours to be paid to each individual**

Signed ..... Position ..... Date ..... / ..... / .....