



NAME \_\_\_\_\_

CLIENT \_\_\_\_\_

AUTHORISER \_\_\_\_\_

AUTHORISER TEL: \_\_\_\_\_

WEEK ENDING (SUNDAY) \_\_\_\_\_

PURCHASE ORDER NO. \_\_\_\_\_

THIS ASSIGNMENT WILL CONTINUE    YES     NO

AUTHORISORS SIGNATURE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

DATE \_\_\_\_\_

COMPLETED TIMECARDS MUST BE SENT TO ACCOUNTS  
EMAIL TO: ACCOUNTS@NAKAMALONDON.COM

**NAKAMA : ACCOUNTS**  
131-151 GREAT TITCHFIELD STREET  
LONDON W1W 5BB  
T. +44 (0) 203 170 8202  
E. ACCOUNTS@NAKAMALONDON.COM  
WWW.NAKAMALONDON.COM

DAY	DATE	TIME IN	TIME OUT	LUNCH	REG. HOURS*	OVERTIME**	OTHER
MONDAY	/ /	:	:	:	.	.	.
TUESDAY	/ /	:	:	:	.	.	.
WEDNESDAY	/ /	:	:	:	.	.	.
THURSDAY	/ /	:	:	:	.	.	.
FRIDAY	/ /	:	:	:	.	.	.
SATURDAY	/ /	:	:	:	.	.	.
SUNDAY	/ /	:	:	:	.	.	.
<b>TOTAL (HRS)</b>					.	.	.
						<b>GRAND TOTAL (HRS)</b>	.

\* When filling in use 24 hour clock and round to the nearest 15 minutes.

\*\* Overtime is only paid by prior agreement of the client - please contact your Nakama consultant to arrange if appropriate.

I certify that the hours shown here are correct and authorise payment according to Nakama's Terms & Conditions of business which I have received and accepted as the basis for this transaction.

**FOR CONTRACTOR:** Use a separate timecard for each assignment and for each week worked. Each timecard must be signed by your supervisor at the job site. In order to guarantee that you are paid in a given week, you must scan or deliver a completed and authorised signed timecard along with your company invoice to Nakama by 1.00pm on Tuesday. Payment will be made by direct BACS deposit into your business account only by Friday of that week. For your first assignment, please confirm your bank details in writing when your timecard is submitted to ensure prompt payment. Hours worked on Saturday, Sunday and/or a Bank Holiday may constitute overtime. Overtime is only paid if pre authorised by the Client in advance and may be time and a half the regular rate. A consultancy agreement needs to be signed for each new assignment in order for you to be paid. **FOR CLIENTS:** Before signing this timecard, please make sure that hours and totals are correct. You will be billed for the hours listed below in accordance with our Terms & Conditions. All of our contractors are paid by Nakama Limited. Contractors may only be contacted for work through Nakama only, and are supplied in accordance with our Terms & Conditions. In order to contract a Nakama contractor directly, you must first contact Nakama for applicable Terms & Conditions.