



Artimis Model Agency

an eye for talent

Clients Name	Address	
Model Name	Type of Work	
	Model Tel No.	Week Ending Date

Notes

TO MODEL – use nearest Quarter Hour (DO NOT INCLUDE LUNCH BREAK)

Date Worked	Hours	Authorised Signature	NOTICE TO MODEL It is most important that all details are inserted on this timesheet UPON COMPLETION of the week's booking and that it is checked and signed by you. It must then be signed where indicated by an authorised person on behalf of the client. This signed timesheet must be returned to the agency with an appropriate invoice 9am on MONDAY as we will need to ensure invoices are sent to client as quickly as possible.
Monday / /			
Tuesday / /			
Wednesday / /			
Thursday / /			
Friday / /			
Saturday / /			
Sunday / /			
Total Hours Worked this Week			

FOR MODEL: I hereby certify that the above is a correct record of the hours I have worked and that I accept the conditions of work supplied to me.

SIGNATURE

DATE

FOR CLIENT: I hereby certify that the total hours worked as shown above are a correct record of the hours worked by the Model and I accept the terms and conditions for the introduction of Models as by Artimis.

AUTHORISED SIGNATURE

DATE

INSTRUCTION TO MODEL

RETURN TO ARTIMIS BY 9AM MONDAY ALONG WITH YOUR INVOICE