

Timesheet must be received by 4:00pm on Friday

Timesheet

f: 01883 330202

Branches in: Brighton | Caterham | Guildford
Horsham | Leatherhead



Name:	Week Ending:
Nature of Assignment:	Report to:
Company Name and Address:	

	Start Time:	Finish Time:	Lunch Break:	Total Hours Worked:
Saturday				
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Total hours worked for the week minus lunchbreaks				

Client Authorisation:

I certify that the hours shown above will form the basis of an invoice. I confirm that the invoice will be paid within 7 days from the week ending date above. I have received a copy of the Company's Terms of Business.

If a client engages the temp named on this timesheet in a permanent position within 6 months of the end of the temporary assignment or passes their details on to a third party who subsequently engages the temp, then the client will be liable to pay a permanent introduction fee.

Signed:	Position:
Name:	Date:

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PLEASE FAX BACK OR EMAIL: tempadmin@yourrecruit.com