

TIMESHEET

London I Brighton I Caterham

Email: tempadmin@yourrecruit.com

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 email your completed timesheet to us, using the contact details below:**

**Email: tempadmin@yourrecruit.com**