

Timesheet

Please deduct lunch breaks as necessary

Top White: Branch / Scanning 2nd Pink: Client 3rd Green: Temporary



25072



Client details
Client name:
Address:

Working details
Reporting to:
Purchase Order ref:
Client Cost Centre ref:
Working at:
Hours of work:

Branch / Administration details
Branch:
Tel no:
Branch Code:
Week ending:
Agent/Principal:

Temporary's name / Job title			Pay Point	Sat Hrs	Sun Hrs	Mon Hrs	Tue Hrs	Wed Hrs	Thur Hrs	Fri Hrs	Week Total Hrs H H . M M	Standard Hrs H H . M M	OT Hrs (Rate 1) H H . M M	OT Hrs (Rate 2) H H . M M	
Timesheet	Reference no.	Booking no.													

Please enter in decimal format neatly and clearly in blue or black biro pen the total daily hours, followed by the Week Total Hrs. **Example:**

	5.5	5	5.5	5.5	5		4	30.50	20.00	5.50	5.00
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Please leave the daily hours blank if you do not work on that day. Total Week Hrs = Standard Hrs + OT Hrs (Rate 1) + OT Hrs (Rate 2)

We certify that the total hours worked are correct and we will accept and pay within seven days of the invoice date your account for the chargeable hours at the agreed rate. We agree to accept your conditions of business as set out overleaf and we acknowledge that should any temporary worker introduced by you accept an offer of employment by us, a fee calculated in accordance with your normal scale of charges for the introduction of permanent staff will become payable.

Client signature: _____ Date: _____

Please print name: _____ Position: _____