

TIMESHEET



Tel: 0131 478 5151 - 0141 564 5292
 Fax: 0131 478 5153 - 0141 564 5295

Company:

Location:

Date assignment commenced:

Temporary Workers Name			Job Title		
	START TIME	FINISH TIME	BREAKS (IF TAKEN)	HOURS WORKED	OVERTIME HOURS (IF ANY)
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
WEEKLY TOTAL (IF ANY)					

TIMESHEETS MUST BE HANDED IN TO YOUR LOCAL BRANCH BY 1PM ON MONDAY.

FOR COMPLETION BY CLIENT

It is the absolute responsibility of the signatory to ensure these hours are correct. Mistakes cannot be rectified later.

We certify that the above total for hours worked is correct and we accept your account for chargeable hours shown.

We agree to your 'Terms and Conditions of Business'. We will retain a copy of this timesheet for our records.

Signature:

Position:

Print Name: Date signed:



INVESTOR IN PEOPLE

