

Twenty-Four
Seven



LEEDS
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Recruitment Ltd

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TIMESHEET

Top copy to be sent to Twenty-Four Seven.

Middle copy to be retained by temporary worker.

Bottom copy to be retained by client.

ASSIGNMENT DETAILS (To be Completed by Temporary Worker)

Company name: Order number:
Company address: Week-ending date:
..... Assignment start date:
Name of temporary worker: Registration number:

SUMMARY OF HOURS WORKED (To be Completed by Temporary Worker)

	Time started	Time finished	Breaks	Hours worked (standard)	Hours worked (overtime)	Expenses
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

Totals

CONFIRMATION OF HOURS (To be Completed by Client)

I certify that the total of hours have been satisfactorily worked and that payment will be made in respect of these according to your terms and conditions of business which I have received and accept as the basis of this transaction.

Please note - It is the responsibility of the client to deduct breaks where applicable.

Authorised signatory Date Position