



TIMESHEET

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 VAT Registration No. 479 2538 04 Employment Agency No. SE12251 Registered in England No. 2174493

Client Address

Timesheet Number

Account Number

Your Reference

Week-Ending Date

Assignment Start Date

Name of Temporary Worker

Reg. No. Category

SUMMARY OF HOURS WORKED

To be completed by Client

Date Worked	Time Started	Time Finished	Time Taken for Meals	Hours actually Worked	FOR OFFICE USE ONLY	
Monday / /						Standard Hours (Basic Rate)
Tuesday / /						OT (Basic Rate)
Wednesday / /						Time + Half
Thursday / /						Double
Friday / /						Other
Saturday / /						
Sunday / /						
Total Hours worked this week						

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

Signature: _____ Name: _____

Position: _____ Date: _____