

TIME SHEET

Email: contact@teemrecruitment.co.uk

Tel: 01229 838038

Temp:	Week Ending:
Client:	
Client Address:	

IMPORTANT NOTE: Timesheets received after 12.00 noon on Monday may not be included in the payroll that week.

Please ensure that this timesheet is completed IN FULL and emailed/scanned through to contact@teemrecruitment.co.uk. Please ensure that all alterations are countersigned and note that if there are queries on any sections then payment may be delayed. Please make sure that the week ending date and the Client name are accurately and clearly printed.

	A. Standard Hours Worked (MINUS Breaks)	B. O/T Hours x1.5	C. O/T Hours x 2
	(e.g 8 hours)		
Mon			
Tues			
Wed			
Thur			
Fri			
Sat			
Sun			

TOTAL HOURS (e.g. A+B+C)	
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I confirm and agree that the total hours listed above, including overtime hours have been satisfactorily worked and that payment in respect of these will be made according to your current terms of business which I have received from you and accept as the basis of this transaction.

Client Name:	Client Tel. No:	Signature:	Date:
	
Temp's Name:	Signature:		Date:
		