

TIMESHEET

WORKER NAME:..... WORKER NUMBER:.....

CLIENT:..... WEEK ENDING:.....

ALL TOTAL MINUTES/DAYS MUST BE SHOWN EACH DAY TO THE NEAREST QUARTER HOUR/DAY. THEREFORE PLEASE USE 0.25, 0.50, 0.75 AS APPLICABLE.

Days	HOURLY TEMPS			DAILY TEMPS	NORMAL HRS/DAYS	OVERTIME HRS/DAYS	TOTAL HRS/DAYS
	Start Time	LUNCH	FINISH				
MONDAY	:	:	:	:	:	:	:
TUESDAY	:	:	:	:	:	:	:
WEDNESDAY	:	:	:	:	:	:	:
THURSDAY	:	:	:	:	:	:	:
FRIDAY	:	:	:	:	:	:	:
SATURDAY	:	:	:	:	:	:	:
SUNDAY	:	:	:	:	:	:	:
					:	:	:

OVERTIME PAYABLE AT: (PLEASE TICK)	HOURLY/DAILY RATE	TIME & A HALF	DOUBLE TIME	OTHER - PLEASE STATE

EXPENSES		
DESCRIPTION	DATE	AMOUNT

CLIENT APPROVAL	
We certify that the assignment has been carried out to our satisfaction, total hours worked and/or expenses are correct and will accept your account for the chargeable hours and/or expenses shown. We agree to your terms and conditions of business and accept your normal scale of permanent introduction fee will be payable should the above named temporary worker enter employment with us. No refund is available whether or not engagement continues.	
CLIENT NAME:.....	POSITION:.....
CLIENT SIGNATURE:.....	DATE:.....

Upon completion of this timesheet please fax a copy to:

020 7930 1592 or
020 7321 5001 or
020 7321 5002 or email a copy to timesheets.uk@whmarkssattin.com

WEEKLY DEADLINE

IN ORDER TO GET PAID PLEASE ENSURE WE ARE IN RECEIPT OF YOUR TIMESHEET, LTD CO. INVOICE & ANY OTHER CORRESPONDENCE PRIOR TO MIDDAY ON TUESDAY, FOLLOWING THE WEEK ENDED DATE (UNLESS OTHERWISE NOTIFIED).