

Fax back to:

0203 1980 945

No later than 1400hrs Monday



time4recruitment

Site Address:

Client Name & Address:

Week Ending: / /	Order No/Job Ref:	Consultant:
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Please note that signed timesheets must reach our office by no later than 1400hrs on Monday			Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	
			1 Start	1 Start	1 Start	1 Start	1 Start	1 Start	1 Start	
			2 End	2 End	2 End	2 End	2 End	2 End	2 End	
			3 Breaks	3 Breaks	3 Breaks	3 Breaks	3 Breaks	3 Breaks	3 Breaks	
			4 Total Hours to Pay	4 Total Hours to Pay	4 Total Hours to Pay	4 Total Hours to Pay	4 Total Hours to Pay	4 Total Hours to Pay	4 Total Hours to Pay	Total
			1							
			2							
			3							
			4							
			1							
			2							
			3							
			4							
			1							
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			1							
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			4							

We draw your attention to the following:
 Failure to submit your timesheet by the time stated above will delay your payment. This timesheet must be signed by the client before submission for payment. The temporary worker will only be paid on the basis of a signed timesheet.
 Temporary Worker's Signature

I/We confirm that I/we am/are an authorised signatory of the client, and that the total hours worked are correct and that the standard of work was satisfactory. I/We agree to pay Time 4 Recruitment's Invoice in the respect of the hours above within seven days of its date. I/We confirm that Time 4 Recruitment's Terms & Conditions are the sole terms of this contract.

Client Name Date
 Print Name Position
 Authorised Signatory