

Highnam Business Centre, Highnam, Gloucestershire GL2 8DN / **Tel:** 01452-740001

Company:		Location:	
Order No:		W/E:	

Name	Trade	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total Hours Worked

****All boxes below must be completed in full for the timesheet to be valid - Any missing information will result in the timesheet being returned & could result in the delay of payment to the workers.**

**Authorized Client's Signature:	**Date of Signature:
**Print Name:	**Position:

THE SIGNATURE AUTHORISING THIS TIME SHEET IS TAKEN AS ACCEPTANCE OF HOURS WORKED & AUTHORITY TO INVOICE THESE HOURS AND ACCEPTANCE TO PAY SAID ON INVOICE. ALSO THAT THE WORK HAS BEEN CARRIED OUT IN A SATISFACTORY MANNER & ALL REST / BREAK PERIODS HAVE BEEN DEDUCTED.

THE TEMPORARY WORKER WILL ONLY BE PAID ON THE BASIS OF SIGNED TIMESHEET

PLEASE ENSURE ALL SIGNED TIMESHEETS ARE FAXED TO 01452 742182 OR EMAILED TO office@initialrecruitment.com NO LATER THAN 3PM MONDAY FOLLOWING THE WEEK WORKED (IN ORDER TO BE PAID WITHIN THAT WEEK)

THE OPERATIVE AGREE'S TO ACCEPT WORK ON THIS CONTRACT AT AN HOURLY PAID RATE FOR A PERIOD REQUIRED BY THE CONTRACTOR ON A TEMPORARY EMPLOYMENT BASIS.