



Time Sheet

DETAILS		
Client Name	Client Order No	
Address	Temporary Worker Name	
	Week Commencing Date	
	Start Date & Time	
Telephone	Report to	

DAYS WORKED	HOURS	INFO
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
Overtime (has to be agreed with client)		
Total Weekly Hours		

Temporary Worker Information Timesheets will need to be signed by an authorised manager and will have to be returned by Monday following the week you have worked no later than 10am.

Client Information You will be signing this timesheet and in turn will be invoiced for the hours at the agreed rate. Please ensure that you agree with the hours prior to signing. Please put the hours worked to the nearest 15 minutes.

Client Signature	Date
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