



Time Sheet

DETAILS	
Client Name:	
Client Order Number:	
Client Telephone No:	
Report To Contact:	
Temporary Worker Name:	
Week Commencing Date:	
Start Date:	
Start Time:	

DAYS WORKED	START TIME	FINISH TIME	TOTAL HOURS (MINUS BREAKS)
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			
Overtime (<i>Note: Must be agreed with the client</i>)			
TOTAL WEEKLY HOURS			

TEMPORARY WORKER INFORMATION: This Time Sheet must be sent to Clockwork Recruitment by 10.00 a.m. on Monday at the latest or your pay will be delayed by a full working week. Please send to: info@clockwork-recruitment.co.uk.

If your Time Sheet is not signed by the authorised client your pay may be delayed - it is your responsibility to have this document signed officially and on time.

By accepting this booking through our agency you not only represent yourself, but also the reputation of Clockwork Recruitment

CLIENT INFORMATION: By signing this Time Sheet you will in turn 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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(I certify that the hours worked by the Temporary Worker provided by Clockwork Recruitment are correct)



01483 331382 | info@clockwork-recruitment.co.uk | www.clockwork-recruitment.co.uk |