• Technical, Engineering & Construction • Commercial • Permanent
• Industrial, Catering & Cleaning • Driving

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TEMPORARY SERVICES

TIMESHEET

Temporaries Name: …… Commencing: ……..

CLIENT NAME: ……..	**WEEK ENDING: ……**
ADDRESS: ……..	**HOURS: ……**
……	**JOB TITLE ……..**
……	
REPORTING TO: ……..	
WORKING AT: ……	

RECORD OF HOURS IDENTIFYING ALL MAIN BREAKS

	SUN	MON	TUES	WED	THURS	FRI	SAT	
START								
BREAKS								
FINISH								
TOTAL BASIC HOURS								
TOTAL O/TIME HOURS								

TOTAL HOURS

It is hereby certified that the hours shown are correct, excluding all main breaks and that the work was performed satisfactorily in accordance with the Work Specification incorporating the Company's terms and conditions of business.

TIMESHEETS TO BE RECEIVED BY THE PERSONNEL PEOPLE
NO LATER THAN 10a.m. MONDAY EACH WEEK, OTHERWISE PAYMENT MAY BE DELAYED

…… …… …… ……
CLIENT SIGNATURE PRINT NAME (Block Caps) POSITION (Block Caps) DATE

Please make 3 copies of the timesheet, 1 Client, 1 Candidate, 1 The Personnel People