

Maine – Tucker

Recruitment Consultants

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Facsimile: 020 7439 1573

TIME SHEET

Name of Temporary (CAPS PLEASE)

Company Name	Department
Address	

WEEK COMMENCING		WEEK ENDING			
	START TIME	LUNCH BREAK	FINISH TIME	TOTAL	
				HOURS	MINS
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
			TOTAL		

NOTE TO CLIENTS Please sign this timesheet to signify agreement with the hours worked, and agreement to our Temporary Terms of Business	Company Name
	Client Signature
	Title

NOTE TO TEMPORARIES: Please round up your hours to the nearest 15 minutes, and ensure that the completed timesheet arrives in this office **by 6.00pm on Friday**. If your timesheet is late or not fully completed, your pay will be delayed by a week. If you are absent from work **EVEN FOR HALF A DAY**, telephone us immediately (020 7734 7341 8am - 6pm, 07970 083232 out of hours) and we will notify the firm for which you are working.

TEMPORARY SIGNATURE