

EXAMPLE

RECRUITMENT GROUP

Evolution Business Centre
 6 County Business Park
 Darlington Road
 Northallerton
 DL6 2NQ
 Office: 01609 889002
 Fax: 01609 711516

TIMESHEET

IMPORTANT

Authorised timesheets **must** be submitted by twelve noon on Monday to be included in the weekly payroll. Timesheets submitted after that time will be included in the following week's payroll

CONTRACTOR NAME:	CLIENT:
LIMITED COMPANY NAME:	STATUS:
WEEK ENDING DATE:	SUPERVISOR:

DATE	START TIME	END TIME	PROPERTY NUMBER/POSTCODE	OVERTIME HOURS	TOTAL HOURS
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
SUNDAY					
WEEKLY TOTALS:					

I certify that the hours worked are a true and accurate recording of hours worked for the week stated

CONTRACTOR SIGNATURE	DATE:
AUTHORISING MANAGER SIGNATURE:	DATE:
PRINT NAME:	DATE:

Signed authorisation is acceptance of Example Recruitment Group's terms of business and confirmation that all work carried out by the named contractor is of an acceptable standard. On receipt of this timesheet, Example Recruitment Group will raise an invoice for payment