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## TEMPORARY SERVICES TIMESHEET

<b>Client Name &amp; Work Address</b>	<b>Worker Name</b>	<b>Worker Number</b>
	<b>Category</b>	<b>Order Number</b>
	<b>Report To</b>	<b>Client Telephone</b>
<b>Health &amp; Safety / Uniform</b>	<b>Timesheet Number</b>	<b>Accounting Week</b>

**Dates From**

Times Booked	Date Worked	Start Time	End Time	Total	Break	Daily Total
	MON:					
	TUE:					
	WED:					
	THU:					
	FRI:					
	SAT:					
	SUN:					
	<b>Weekly Totals</b>					

PLEASE INSERT IN INK, HOURS WORKED AND BREAKS TAKEN, YOU MUST ENSURE THAT THE TIMESHEET IS SIGNED BY THE CLIENT AND RETURNED TO THE OFFICE BY 8:00 MONDAY MORNING IF WE DO NOT RECEIVE A SIGNED TIMESHEET, NO WAGES CAN BE PAID.

<b>Client Signature</b>		<b>Date</b>	
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We certify that the attendance and work as stated above has been satisfactory and that no claim will be made against the agency's invoice. We have read and agree to your terms of business. The above named temporary worker is under contract to the agency and cannot therefore accept any position, permanent or temporary, otherwise than by arrangement with the agency and on payment of our normal introduction fee, such fee becoming due and payable by you immediately should the above named enter your employment.

<b>Print Name</b>	
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