

Timesheet Faxline : 08082 381103

Address

Timesheet No.

Account No.

Booking No.

Week Ending

Temporary Worker	Ref No.	Description
		Relief Chef

	SUMMARY OF HOURS WORKED (To Be Completed by Client)			TOTAL
	MORNING	LUNCHTIME	AFTERNOON	
Mon				
Tues				
Wed				
Thurs				
Fri				
Sat				
Sun				

Payment Deadlines

Please Note

Timesheets received later than 10am Monday morning will NOT be paid till the following week.

No Timesheet – NO PAY

I certify that the total of hours have been

Satisfactorily worked and that payment will be made in retrospect of these according to your terms and conditions of business which I have received and accept as the basis of this transaction. Hours are paid and charged to the nearest quarter hour. Should the client wish to engage the above Temporary Worker in any capacity within six months an introduction fee is due as per our scale of fees unless the booking is made through the agency.

SIGNATURE _____ DATE _____ POSITION _____

