

Timesheet

Please ensure your timesheet reaches us **no later** than 12 o'clock on Monday.

Company Name: _____

Temp Name: _____

Temp Signature: _____

Nature of Assignment: _____

Week Ending: _____

Day	Start time	Finish time	Lunch break	TOTAL HOURS
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

Please note that hours must be shown to the nearest $\frac{1}{4}$ hour

Total weekly hours / days to be charged: _____ hours / days (please delete as necessary)

I confirm and agree that the total weekly hours have been satisfactorily worked by the temporary worker and that payment in respect thereof will be made according to your terms of business, which I have received from you and accept as the basis of this transaction.

Client Name: _____

Client Signature: _____

Position: _____

Date: _____