



TIME SHEET

**PLEASE FAX BACK BEFORE
12 pm MONDAY TO AVOID
DELAY IN WAGES.
FAX: 01202 445800**

30 Parkstone Road, Poole
Dorset, BH15 2PG
Tel 01202 445700
www.teamjobs.co.uk

Week Ending.....

Temp Name

Job Title

Company

Location

	START	FINISH	BREAK	TOTAL
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
SATURDAY				
SUNDAY				

We certify that the total hours worked are correct and we will accept your accounts for the chargeable hours at the agreed rate. We agree to accept your terms and conditions of business and we acknowledge that should any temporary worker introduced by you accept an offer of employment by us, a non-refundable fee calculated in accordance with your normal scale of charges for the introduction of permanent staff will become payable.

**TOTAL HOURS
WORKED**

Standard Hours

Overtime Hours

CLIENT SIGNATURE

POSITION**DATE**

HOURS	TYPE	PAY RATE	CHARGE RATE