

time sheet

Day	Date	Start Time	Finish Time	Breaks	Hours Worked
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Order Number			Total		

Client – Please confirm hours before signing

The Temporary is under the supervision of the client and no responsibility is accepted by the agency for any errors, omissions or damage by the Temporary.

If a Temporary is engaged by you or any member of your staff the client shall become liable to the agency for the appropriate fee.

Temp Name	
Company	
Week Ending	
Client's Authorised Signature	
Print Name	
Date	

Warning: It is the client's responsibility to deduct any breaks if applicable. Please remember your approval of this time sheet is our authority to charge your company for the hours.

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