

# TIMESHEET

## MiddletonMurray

RECRUITMENT SOLUTIONS

124A Station Road

Sidcup

Kent

DA15 7AB

Tel: 020 8300 6109

Fax: 08719 116 288

Please complete all fields below:

**NAME:**

**COMPANY:**

**REPORTING TO:**

**WEEK ENDING SUNDAY THE:**

**HOURS (TO BE FILLED IN BY TEMPORARY):**

	AM START-FINISH	LUNCH	PM START-FINISH	TOTAL HOURS WORKED
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

TOTAL HOURS FOR PAYMENT:

ADDITIONAL COMMISSION/BONUS IF APPLICABLE:

### **TO BE SIGNED BY CLIENT**

I hereby certify the total hours above are a correct record of hours worked by the temporary and understand that these hours will be used to calculate the charge in accordance with your terms, a copy of which we have understood and accepted.

### **Please note; we pay in 15 minute slots**

I am authorised by the client to sign this timesheet.

I agree that all hours over and above 40 hours will be charged at overtime rate of 150% of standard rate.

TOTAL HOURS IN WORDS \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ PRINTED NAME: \_\_\_\_\_

POSITION IN CO: \_\_\_\_\_

PLEASE ENSURE THIS TIMESHEET IS COMPLETED AND RETURNED TO US BY 3.30PM OF THE LAST WORKING DAY OF THE WEEK. TIMESHEETS RECEIVED LATER THAN THIS MAY RESULT IN DELAYED PAYMENT.