

Timesheet



Rechabite House, 91 Crane Street
Salisbury, Wiltshire SP1 2PU

Tel: 01722 327241 · Fax: 01722 414053
E-mail: office@5rr.co.uk · Web: www.5rr.co.uk

Company Name:

Reporting to:

Temporary Worker's Name:

Working at:

This timesheet refers to work carried out W/C Mon:

	Start	Break	Finish	Total (excl breaks)	
Monday					Please ensure that hours are recorded accurately and are totalled to the nearest 15 minutes, in decimal form 15 mins = .25 30 mins = .5 45 mins = .75. Final total should be entered in decimal eg. 37.50 instead of 37½
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-rebateable fee calculated in accordance with your normal scale of charges for the introduction of permanent staff will become payable.					Total Hours Worked this Week ←
				Standard Hours Worked this Week	Overtime Hours Worked this Week

Signature:

Position:

Date: