



Specialising in finding you the right person

# Timesheet

Name of Temporary Worker..... 39 Victoria Road  
 Job Title ..... Farnborough  
 Company Name ..... Hants GU14 7PA  
 & Address ..... T +44 (0)1252 372 525  
 ..... F +44 (0)1252 378 345  
 ..... E search@searchrecruitment.jobs  
 ..... W www.searchrec.co.uk

..... Week Com.: .....

..... Working Hours: .....

Reporting to: ..... Start Date: .....

DAY	START TIME		FINISH TIME		LESS BREAKS		TOTAL	
	Hrs	Mins	Hrs	Mins	Hrs	Mins	Hrs	Mins
MONDAY								
TUESDAY								
WEDNESDAY								
THURSDAY								
FRIDAY								
SATURDAY								
SUNDAY								
WEEKLY TOTALS								

*Please ensure that hours are recorded accurately and are totalled to the nearest 15 mins. Final total should be entered in decimal e.g. 37.50 instead of 37 1/2.*

## CLIENT AUTHORISATION

We certify that the total hours worked are correct and hereby agree to pay the hourly charge invoiced for the temporary worker as per the terms and conditions of the agreement detailed overleaf, which are acceptable to us. We acknowledge that in the event of the engagement by us of any temporary worker introduced by Search Recruitment Ltd that a non rebatable transfer or introduction fee will become payable as per clause 7 of your terms and conditions detailed overleaf.

NAME: ..... SIGNATURE .....

COMPANY: .....

POSITION: ..... DATE .....



**A SIGNED TIMESHEET MUST REACH THE OFFICE BY 9A.M. MONDAY OR PAYMENT WILL BE DELAYED UNTIL FOLLOWING WEEK.**  
**IMPORTANT - IF YOU ARE UNABLE TO CONTINUE IN THE ASSIGNMENT FOR WHATEVER REASON PLEASE CONTACT THE TEMPORARIES MANAGER AS A MATTER OF URGENCY.**