

Timesheet

Client Name
Address
Postcode
Tel

Temps Name	
Temp Number	
Plan	
Report to	
Category of Work	
Order Number	
COTB No	

THIS TIMESHEET IS USED TO CALCULATE YOUR INVOICE AND WORKERS PAY. PLEASE ENTER ALL START / FINISH TIMES AND BREAK TIMES TO BE DEDUCTED. ANY BREAK TIMES NOT RECORDED WILL BE INVOICED IN LINE WITH THE TERMS OF BUSINESS.

Week Commencing Date	Week Number
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Working Time Hours not through Link2Recruit		POA = Period of availability, WT Hours = Working hours								Pay and Charge Hours	
Last Week	This Week		Shift	Start time	Finish time	Hours	Breaks	PoA	WT Hours	Normal	O/T
		Mon									
		Tues									
		Wed									
		Thurs									
		Fri									
		Sat									
		Sun									
						Total					

Client's Declaration

I (the client) am authorised to sign the agreement to the above hours. I declare that both the Working Time, Pay and Charge hours are correct. Other than those not through Link2Recruit Ltd. I (the client) understand that Link2Recruit will invoice for these hours in line with the Terms of Business.

Signed:

Print Name:

Driver's Declaration

- I declare that the Periods of Availability (POA) and Working Time (WT) Hours stated above are correct.
- I confirm that I have entered the Working Time Hours for This Week for paid work not done through Link2Recruit.
- I confirm that I have entered the Working Time Hours for Last week, for paid work not done through Link2Recruit, and that this the only non - Link2Reruit work that I have done.
- I confirm that I will notify Link2Recruit if I undertake paid work other than through Link2Recruit.

Signed:

Print Name: