

TIME SHEET



No. 4-6-8 Bridge End
 Brighouse, West Yorkshire. HD6 3DH
 Tel: 0148 4400 927 - Mob: 07474 615 528
 info@circle365recruitment.com

Week ending (Sunday) ___/___/20__

First Name: _____ Surname: _____

Address: _____

Day	Date	Time In	Time Out	Hours Worked	Sleep Time	Authorising Person (Please Print)	Signature
Mon							
Tue							
Wed							
Thurs							
Friday							
Sat							
Sun							
				Total	Total		

Terms and Conditions:

Signature of the time sheet by the client constitutes acceptance of Circle 365 Recruitment terms and conditions of business. It confirms that temporary worker's services have been provided or the hours authorized on the time sheet and that such services have been satisfactory. To be completed by a company representative. Please retain one copy for your company records and another for the temporary worker. This form must be filled in and returned to the office not later than 12 noon on Mondays to ensure payment on Fridays. Be sure you fill in a separate time sheet for each client. Temporary workers are solely responsible for the possession of their time sheets each week.

Client comments on the conduct of assignments: _____

Temporary Worker Signature: _____

Date: _____