



TIMESHEET

ADKINS & CHEURFI RECRUITMENT LTD

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EMPLOYEE NAME: CLIENT NAME:
START DATE: SITE/ADDRESS:
WEEK ENDING: CLIENT CONTACT:

Table with 7 columns: DAY, DATE, START TIME, FINISH TIME, TOTAL HOURS WORKED, BREAKS TO BE DEDUCTED, TOTAL HOURS TO BE PAID. Rows for Monday through Sunday, and a Total Hours Worked row.

I/WE CONFIRM THE HOURS GIVEN ARE CORRECT. THE STANDARD OF WORK WAS SATISFACTORY AND WE ACCEPT A CHARGE FOR THESE HOURS. I/WE AGREE TO PAY ADKINS & CHEURFI IN RESPECT OF THE HOURS GIVEN WITHIN AGREED PAYMENT TERMS BASED ON DATE OF INVOICE.

CLIENT AUTHORISED NAME: POSTION:
CLIENT AUTHORISED SIGNATURE: DATE:
EMPLOYEE SIGNATURE: JOB TITLE:
EMPLOYEE NAME: DATE:

IMPORTANT NOTICE TO TEMPORARY WORKERS – PLEASE RETURN THIS TIMESHEET SIGNED NO LATER THEN MONDAY 10AM OTHERWISE PAYMENT OF WAGES MAY BE DELAYED

1. IN THE EVENT OF THE ENGAGEMENT BY THE CLIENT OF A TEMPORARY WORKER SUPPLIED BY THE EMPLOYMENT BUSINESS EITHER (1) DIRECTLY OR (2) PURSUANT TO BEING SUPPLIED BY ANOTHER EMPLOYMENT BUSINESS, WITHIN EITHER: - THE DURATION OF THE ASSIGNMENT; OR 26 WEEKS FROM THE END OF THE FIRST ASSIGNMENT...