

Company	
Contact	
Time Sheet	
Candidates Name	
Nature of Temp Worker	
Job Title	
Week Ending Friday	
Client Number	

Thames Industrial Estate,
 Fieldhouse Lane,
 Marlow,
 BUCKS. SL7 1TB
telephone: 0870 400 1477
facsimile: 0870 400 1478
e-mail: team@macrecruitment.com
web: www.macrecruitment.com

Certificate of Hours Worked

(The Client shall intitial any alteration to time or hours)

Date	Day	From	To	Total Hours	Less Breaks	Total Hours
	Monday					
	Tuesday					
	Wednesday					
	Thursday					
	Friday					
	Saturday					
	Sunday					

I, the undersigned, confirm the above Temporary Worker has worked the total of _____ hours, including overtime hours, and have been satisfactorily worked and that payment in respect of these hours shall be made according to your Terms of Business which I have received from you and accept as the basis of this transaction. Hours are paid and charged to the nearest quarter of an hour. We agree to pay your account within 7 days of presentation of the invoice regarding the above Booking. Payment is made by cheque.

Authorised Client Signature

Name (in block capitals)

Date:

Client Information: This is your copy of the Time Sheet which shall be used by our Accounts Department to render an invoice.