



Recruitment Solutions (Surrey) Limited, 21-23 Croydon Road, Caterham, Surrey CR3 6PA
 Tel: 01883 330336 Fax: 01883 330202 www.recruitmentsol.com

TIMESHEET

NAME:		WEEK ENDING:		
NATURE OF ASSIGNMENT:		REPORT TO:		
COMPANY NAME AND ADDRESS:				
TEL NO:				
All temporary staff are required to give 5 working days notice prior to leaving an assignment. Failure to comply with the above could result in non-payment of salary.				
	Start Time	Finish Time	Lunch Break	TOTAL HOURS WORKED
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
SATURDAY				
SUNDAY				
PLEASE REMEMBER TIMESHEET DEADLINE 17.00 FRIDAY				

<p>Client Authorisation I certify that the hours shown above will form the basis of an invoice. I confirm that the invoice will be paid within 7 days from the week ending above. I have received a copy of the Company's Terms of Business.</p>
<p>If a temporary client engages a temporary in a permanent position within 6 months of the completion by that temporary of his/her assignment with the client, the client will be liable to the Company for the permanent introduction fee.</p>
<p>Signed: _____ Name: _____ Position: _____ Date: _____</p>
<p>Recruitment Solutions (Surrey) Limited Reg. No 3022945 VAT Reg. No 644 4972 13</p>