

Timesheet

Fax to: 020 7493 7002

OR

Email to: timesheets@theplusteam.co.uk

OR

Send to: The Plus Team
70 New Bond Street
London W1S 1DE

Tel: 020 7493 7001

SecretariesPlus 

Creative +
Creative Plus Recruitment



Client: Please sign and retain blue copy.

Temp: Please submit completed timesheet to our office by/on Friday afternoon.

Client Name:

Name of Temporary:

Client Contact:

Week Ending (Sunday):

Hours Worked	START	LUNCH	FINISH	NORMAL	Overtime (x1.5)	Overtime (x2)
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
Totals						

Client's Authorisation: I confirm that the above temporary has satisfactorily worked the above hours and that the account will be paid within 7 days in accordance with your terms of business.

Authorised Signature: _____

Position in Company: _____

Date: _____