

Timesheet

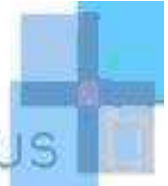
Fax to: 0207 493 7002

OR

Email to:

laura@secretariesplus.co.uk

SECRETARIES PLUS



Creative +

Creative Plus Recruitment

Client Name:

Client Contact:

Name of Temporary:

Week Ending (Sunday):



Hours Worked	Start	Lunch	Finish	Normal	Overtime (x 1.5)	Overtime (x 2)
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
			Total			

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: