



Bailey Finch
Recruitment Associates

"Renowned for recruitment excellence"

Temporary Workers Timesheet

Please note: Timesheets Received after 12 noon on Monday may not be included in payroll that week. Please ensure that this timesheet is completed in full and any alterations are countersigned and faxed through to 01983 523339 and/or the original posted to our offices.

Temporary's Name: _____ Week Ending: _____

Client _____ Contact _____

Address Worked _____

	Date	Start	Lunch	Finish	Total	Overtime		Total
						Start	Finish	
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
Total Standard Hours						Total Overtime Hours		

<p>By signing this declaration you are confirming that the number of hours worked are correct and that work carried out was satisfactory. As an agent acting on behalf of your company, you are authorising payment to the candidate and payment of the invoice.</p> <p>In the event any candidates are employed on full time basis after being introduced by Bailey Finch Associates the client will pay a fee based on the terms and conditions agreed.</p>	Client Name (Please Print)
	Position
	Signature: