



REGUS HOUSE, VICTORY WAY, ADMIRALS PARK, CROSSWAYS, DARTFORD, KENT, DA2 6QD
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TIMESHEET

FOR ALL TEMPORARY STAFF ;
 PLEASE ENSURE YOUR TIMESHEET IS COMPELETED & SIGNED BY YOURSELF & THE CLIENT
 & RETURNED BACK TO US
BY NO LATER THAN 12.00NOON MONDAY FOLLOWING THE END OF YOUR BOOKING!
 TIMESHEETS RECEIVED LATER THAN THIS MAY RESULT IN DELAYED PAYMENT!
 CALL US IF YOU HAVE ANY PROBLEMS!

CANDIDATE NAME;	
CLIENT NAME;	
WEEK COMMENCING;	

CROSSWAYS RECRUITMENT LTD TO COMPLETE;

DAY	START TIME	FINISH TIME	BREAKS/LUNCH (DEDUCT)	HOURS
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
SATURDAY				
SUNDAY				

TOTAL HOURS WORKED IN WORDS; _____

I VERIFY THE ABOVE HOURS TO BE A TRUE REFLECTION OF MY COMPLETED ASSIGNMENT

CANDIDATE SIGNATURE; _____ DATE; _____

CANDIDATE NAME(PRINT; _____

CLIENT AUTHORISATION

I CONFIRM THAT THE ASSIGNMENT HAS BEEN SATISFACTORILY COMPLETED FOR THIS PERIOD & AUTHORISE THIS TIMESHEET FOR PAYMENT;

CLIENT SIGNATURE; _____ TITLE; _____

CLIENT NAME (PRINT); _____ DATE; _____