TIME SHEET

NEW Recruitment

BICESTER
Tel 01869 248800
Fax 01869 240008

BANBURY
Tel 01295 277445
Fax 01295 251313

ABINGDON
Tel 01235 539539
Fax 01235 522746

COMPANY NAME:	WEEK ENDING (SUNDAY):
TIMESHEET NUMBER:	ORDER NUMBER:

SURNAME	FORENAME	MON	TUE	WED	THUR	FRI	SAT	SUN	TOTAL HOURS
PLEASE ENSURE THAT THE WEEKLY TOTAL (MINUS BREAKS) IS COMPLETED IN FULL, AS THESE ARE THE HOURS THAT WILL BE INVOICED.									

SIGNATURE:..... **PRINT NAME:**..... **POSITON:**..... **DATE:**.....

We certify that the total hours are correct and we accept your account for the chargeable hours at the agreed rate. We agree to your term and conditions of business and acknowledge that should any temporary worker introduced by you accept an offer of employment by us, a fee calculated in accordance with your normal scale of charges for with your sale of charges for the introduction of a permanent staff will become payable.