



Lichfield Office
 T: 01543 256000
 F: 01543 256444

Sutton Coldfield Office
 T: 0121 354 5001
 F: 0121 354 2252

TIME SHEET

**IMPORTANT!!! Payroll cut off is 10am every Monday.
 Please ensure your time sheet is signed and submitted on time.**

Hours Worked	Morning		Lunch (how long? eg - 1 hr)	Afternoon		Total Hours worked (do not inc lunch)
	Start time	Finish time		Start time	Finish time	
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
SATURDAY						
SUNDAY						
					TOTAL HOURS	

Week commencing:

Temporary Employee name: *(print)*

Client Company name: *(print)*

Client Company authorisation:

I confirm that the hours worked by the Temporary Employee as above are correct, and that I accept the current terms and conditions of business.

Authorised Client signatory: *(print name)*

Authorised Client Signature: *(sign)*

Position: