

TIMESHEET

Please enter all start, finish and break times. Where deductible breaks are omitted you will be invoiced in line with the Terms of Business

Client Name
Address
Tel No

Order No	
TOB No	
Temp's Name	
Temp's No	
Type of Work	

Week No	Week Ending Date

Working hours not through Titan Recruitment	PoA = Period of Availability, WT Hours = Working Time (Minus Breaks)							Client Daily Signature
		Start Time	Finish Time	Hours	Breaks PoA		Working Hours	
	Sun							
	Mon							
	Tue							
	Weds							
	Thurs							
	Fri							
	Sat							
Total								

CLIENT'S DECLARATION

I am authorised to sign verification to the above working hours. I declare that the Working Time, and Pay and Charge Hours for the work undertaken through Titan Recruitment (South) Ltd are correct. I understand that we, the hirer, will be invoiced for these hours in accordance with the Terms of Business.

Signed:

Print name:

WORKER'S DECLARATION

I confirm that the information provided in this timesheet is a true and full account of all work undertaken through Titan Recruitment (South) Ltd or otherwise this week, and that I will notify Titan Recruitment (South) Ltd if, at anytime, I undertake paid work elsewhere.

Signed:

Print name:

YOU MUST HAND IN YOUR SIGNED TIMESHEETS FOR THE PREVIOUS WEEK BY 09.00 MONDAYS – FAILURE TO DO SO COULD RESULT IN YOUR PAY BEING DELAYED

TIMESHEETS@TRSRECRUIT.CO.UK