

TIMESHEET

Name of Temporary:

Week Commencing:

Temporary Role:

Company:

	Start Time	Finish Time	Lunch	Total Hours
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
			Week Total	

Hours to be paid and charged at Standard Rate	
Hours to be paid and charged at Time and a Third Rate	
Hours to be paid and charged at Time and a Half Rate	
Hours to be paid and charged at Double Time Rate	

I confirm that the hours entered have been worked and that I have received and accepted the Terms and Conditions of Business of Reflect Recruitment Group.

Client Signature:

Name (Block Capitals Please):