


<b>Order No/Job Ref</b>		
<b>Consultant</b>		
<b>Week Ending</b>		
<b>Site Address</b>		
<b>Client Address</b>		
<b>Week Ending</b>		

Monday	
Hours	
Breaks	
Total Hours to Pay	
Tuesday	
Hours	
Breaks	
Total Hours to Pay	
Wednesday	
Hours	
Breaks	
Total Hours to Pay	
Thursday	
Hours	
Breaks	
Total Hours to Pay	
Friday	
Hours	
Breaks	
Total Hours to Pay	
Saturday	
Hours	
Breaks	
Total Hours to Pay	
Sunday	
Hours	
Breaks	
Total Hours to Pay	
Total	

Please note that signed timesheets must reach our office by **no later than 12 noon on a Monday.**

T/S No.	Temp Name	Trade

**We draw your attention to the following:**

Failure to submit your timesheet by the time stated above will delay your payment. This timesheet must be signed by the client before submission for payment. The temporary worker will only be paid on the basis of a signed timesheet.

**Temporary Worker Signatory**

I/We confirm that I/We am/are authorised signatory of the client, and that the total hours worked are correct and that the standard of work was satisfactory. I/We agree to pay Paul Ingram Employment & Recruitment Ltd's Invoice in the respect of the hours above within seven days of its date. I/We confirm that Paul Ingram Employment & Recruitment Ltd's Terms & Conditions are the sole terms of this contract.

<b>Client Name</b>	
<b>Print Name</b>	
<b>Position</b>	
<b>Date</b>	
<b>Auth. Signatory</b>	