

Order No/Job Ref		Site Address	
Consultant		Client Address	
Week Ending		Week Ending	



Please note that signed timesheets must reach our office by no later than 12 noon on a Monday.				Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
			1	Hours	Hours	Hours	Hours	Hours	Hours	Hours	
			2	Breaks	Breaks	Breaks	Breaks	Breaks	Breaks	Breaks	
T/S No.	Temp Name	Trade	3	Total Hours to Pay	Total Hours to Pay	Total Hours to Pay	Total Hours to Pay	Total Hours to Pay	Total Hours to Pay	Total Hours to Pay	
			1								
			2								
			3								
			1								
			2								
			3								
			1								
			2								
			3								
			1								
			2								
			3								

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 it's date. I/We confirm that Paul Ingram Employment & Recruitment Ltd's Terms & Conditions are the sole terms of this contract.

Client Name	
Print Name	
Position	
Date	
Auth. Signatory	