

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

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	

Your signed timesheet must reach us by no later than 4pm every Monday, you can return this to us by email at payroll@pier-recruit.co.uk, or a clear picture of it to 07535 901468

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.

Client Name	
Print Name	
Position	
Date	
Auth. Signatory	