



Altana Recruitment Limited
T: 0203 488 1344
E: anna@altanarecruitment.co.uk

AGENCY WORKER'S TIMESHEET

Agency Worker's Name:	Week Ending:
Company Name:	Contact Name:
Address:	

	Start Time	Finish Time	Time taken for Breaks	Total Hours Worked
EXAMPLE	9.00	5.45	1.00	7.45
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Please insert all times to the nearest 15 minutes			TOTAL HOURS & MINUTES:	

Declaration

I certify that the total number of hours worked by this Temporary Worker, to be invoiced to my Company, are as stated. Work was carried out satisfactorily.

Authorising Signature

Date:

Name (capital letters)

CLIENTS PLEASE NOTE:

1. In signing this declaration, you are confirming that the number of hours stated are correct and that work carried out was satisfactory. You are authorizing, on behalf of your Company, payment to the Agency Worker and payment of our Invoice.
2. Client-approved overtime is charged at time and a half over and above the normal working hours of the Company, unless we are notified to the contrary.

TEMPORARIES PLEASE NOTE:

1. Please ensure all sections of the timesheet are completed fully and, if necessary, have the Client countersign any alternations.
2. Your timesheet must arrive no later than 11.00am Monday following the week you have worked.
3. Take two copies of the timesheet leave one copy with the Client and retain one for yourself
4. Please email to: anna@altanarecruitment.co.uk