

MULTIPLE TIME - SHEET

E: timesheets@constructive-recruitment.co.uk

COMPANY NAME:		CONTACT NAME:	
SITE NAME:		CONTACT NO:	
SITE ADDRESS:		JOB REFERENCE: (if applicable)	
		WORK TO WEEK ENDING: / / 20	

		HOURS WORKED <u>EXCLUDING ALL BREAKS</u>							TOTAL HOURS EX ALL BREAKS
CONTRACTOR	TRADE	MON	TUE	WED	THUR	FRI	SAT	SUN	

TIMESHEETS MUST BE RECEIVED BY MIDDAY **TUESDAY LATEST**

Clients Authorised Signatory:	Name of Signatory:	Position:

CLIENT AUTHORISATION: We warrant that the above hours are correct and the quality of work is to our satisfaction. We accept a charge for these total hours as has been agreed by you the client and constructive people group in advance. We agree to conditions and terms of business under which staff are supplied.

OFFICE USE ONLY

Normal		
Hours	Pay	Charge

OVERTIME / SPECIAL

Hours	Pay	Charge

IMPORTANT NOTICE TO TEMP / WORKERS

Please return this timesheet immediately when you have had it signed for weekly payroll.
Failure to obtain authorising signature or late delivery means we cannot guarantee payment of wages.