



HEADS RECRUITMENT LTD TIMESHEET - Commercial

CANDIDATE NAME	CLIENT NAME	LOCATION	WEEK ENDING DATE (FRIDAY)

PLEASE ENSURE WE RECEIVE YOUR TIMESHEET AND BANK DETAILS BY 11AM MONDAY FAILURE TO DO SO MAY DELAY ACCURATE PAYMENT

DAY	DATE	START TIME	JOB TITLE	FINISH TIME	TOTAL DEDUCTIONS (LUNCH/BREAKS)	TOTAL BASIC HOURS WORKED	O/T 1 HOURS WORKED	O/T 2 HOURS WORKED	O/T 3 HOURS WORKED
SAT									
SUN									
MON									
TUES									
WEDS									
THURS									
FRI									
WEEK TOTAL									

I confirm that the named temporary worker has/have worked the hours stated satisfactorily and that your invoice will be paid to the agreed payment terms. Furthermore, we understand that should we engage the temporary worker to introduce them to a third party then a placement fee may be due to Heads Recruitment.			
CLIENT APPROVAL (Please print Name)		CLIENT APPROVAL (Signature)	
COMMENTS			

0161 747 7940 (TIMESHEETS MUST BE SIGNED BY AN AUTHORISED SIGNATORY)
HEADS RECRUITMENT LTD, KIMADA HOUSE, 442 FLIXTON RD, FLIXTON, MANCHESTER M41 6EY (TEL: 0161 746 3311)