



HEADS
Recruitment Ltd

HEADS Recruitment Ltd
442 Flixton Road, Flixton, Manchester M41 6EY
Tel:0161-746 8811 Fax: 0161-747 0011

HQP 11
Issue A

Name:	
Client:	

FOR OFFICE USE ONLY	
Candidate ID:	
Client ID:	
Contract ID:	
Division:	

HEADS LOGISTICS TIMESHEET

Previous Week Hours Worked	Day	Date	Start Time	Category Of Work	Finish Time	Breaks	Total Hours	Working Time	POA	O/T 1	O/T 2	O/T 3	HOLS
Mon	Mon												
Tue	Tue												
Wed	Wed												
Thur	Thur												
Fri	Fri												
Sat	Sat												
Sun	Sun												
Clients Authorised Signatory						Weekly Total							

"I confirm that the named temporary worker has 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 or introduce them to any third party then a placement fee may be due to Heads Recruitment Ltd"

TIME SHEET MUST BE SIGNED BY AN AUTHORISED SIGNATORY & RETURNED TO US NO LATER THAN MONDAY A.M.