TIME SHEET

2 Hogarth Place, Earls Court
London SW5 0QT
Telephone: 020 7373 3045
Fax: 020 7373 4651
www.extramanrecruitment.co.uk

Extraman RECRUITMENT

Customer Name .....

Reporting Address .....

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Week Ending .....

Report to .....

Time .....

Shift .....

Order No. (if any) .....

Travel Time .....

Transport Charge .....

Mr./ Mrs./ Miss	Surname	Christian Name	Emp. No.	Job Classification	Hours actually worked per day							
					Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Sun.	Total

TO BE COMPLETED BY CLIENT

I certify that the hours shown above have been satisfactorily worked and accept that this will form the basis for an invoice which will be paid on receipt. I also confirm that we have received a copy of your Terms of Business.

Signed .....

Position .....