



TIMESHEET

2 Hogarth Place, Earl's Court
London SW5 0QT
T: 020 7373 3045
F: 020 7373 4651
extramanrecruitment.co.uk

Customer Name: _____
Reporting Address: _____
Post Code: _____
Week Ending: _____

earlscourt@extramanrecruitment.co.uk
Report to: _____
Time: _____
Shift: _____
Order No (if any): _____

First Name	Surname	Payroll Number	Job Title	Hours Actually Worked Per Day							Total
				Mon	Tue	Wed	Thur	Fri	Sat	Sun	

TO BE COMPLETED BY THE CLIENT

I agree that the hours shown have been worked satisfactorily and accept that this will form the basis for an invoice which will be paid in accordance with Extraman's Terms of Business, which I confirm we have received.

Signed _____
Position _____

Timesheets should be returned no later than Monday following the week in which the work was done to ensure prompt payment of hours worked.
Office use:



TIMESHEET

2 Hogarth Place, Earl's Court
London SW5 0QT
T: 020 7373 3045
F: 020 7373 4651
extramanrecruitment.co.uk

Customer Name: _____
Reporting Address: _____
Post Code: _____
Week Ending: _____

earlscourt@extramanrecruitment.co.uk
Report to: _____
Time: _____
Shift: _____
Order No (if any): _____

First Name	Surname	Payroll Number	Job Title	Hours Actually Worked Per Day							Total
				Mon	Tue	Wed	Thur	Fri	Sat	Sun	

TO BE COMPLETED BY THE CLIENT

I agree that the hours shown have been worked satisfactorily and accept that this will form the basis for an invoice which will be paid in accordance with Extraman's Terms of Business, which I confirm we have received.

Signed _____
Position _____

Timesheets should be returned no later than Monday following the week in which the work was done to ensure prompt payment of hours worked.
Office use: