

TIMESHEET

Please deduct lunch breaks as necessary

The Standard Conditions of Business and Terms of Engagement of the company will govern the completion and authorization of this timesheet.

Further copies will be available on request from your local branch

Assignment details

Company Name		Reporting to		Week Ending date	
Address		PO No		Tel: 0116 2555620	
		Cost Code		Fax: 0116 2471161	
		Working at		Email: recruit@aceleicester.com	
Post Code		Hours			

Candidate Details			Standard Hours								Overtime details		
Applicant Name	ID No	Category	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Total	OT1	OT2	Total

Authorised Signature		Position	
Print Name		Date	

We certify that the total hours worked are correct and we will accept and pay within seven days of the invoice date your account for the chargeable hours at the agreed rate. We agree to accept your conditions of business and we acknowledge that should any temporary worker introduced by you accept an offer of employment by us, a fee calculated in accordance with your normal scale of charges for the introduction of permanent staff will become payable.