



Frankly Recruitment

SIMPLY PROFESSIONAL

TIMESHEET

Surname:		Payroll No:	
First Names:		Week Ending:	
Nature of Booking:		T/S No:	
Booking At:		Phone No	
Invoice Address			
Client a/c No.		Order No.	
Reporting to:		Dept.	
Start Day		Time	Date

Notes to Temporary

This timesheet must be handed in/faxed/emailed by Friday at 6pm on **01793 514442** or **info@franklyrecruitment.co.uk** or your pay will be a week late. Please make sure it is signed by the client or no payment can be made.

If you are unable to report for work immediately notify the agency on **01793 51441**.

Basic Hours Worked – Less Meal Breaks

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total
Basic Hours								
Over Time								

Signature of Temporary Worker _____

Client Authorisation

I certify the hours above were worked to my satisfaction. I confirm that the invoice will be paid within 14 Days from the week ending date above. I have received a copy of the company's terms of Business.

Name (In Capitals)		Signature	
Position		Date & Time	

* If a client engages a Temporary in a permanent position within 6 Months of the completion by that temporary of her/his assignment with the client, the client will be liable to the company for the permanent introduction fee.