

## TIMESHEET

All details must be completed on this timesheet and signed by an authorised person before payment of salary is instructed

Worker Name ..... Client .....

Address ..... Title .....

..... Contact .....

..... Location .....

Position .....

Week Starting ..... Week Ending ..... (Sunday)

Date	BASIC HOURS Excl Lunch Breaks	O/Level 1 MON-FRI 1	O/Level 2 SAT	O/Level 2 SUN
Mon				
Tue				
Wed				
Thu				
Fri				
Sat				
Sun				
<b>Basic Hours</b>				
<b>O/Time Hours</b>				
<b>Total</b>				

This is to certify that the above hours, including overtime hours have been satisfactorily worked and that payment in respect of these will be made according to the Charterhouse Terms and Conditions of Business

Client Signature ..... Temporary Worker Signature .....

Print Name .....

Position .....

The above named has been introduced to your organisation by Charterhouse Recruitment and should they enter your employment than otherwise arranged with Charterhouse Recruitment, an introductory fee will become immediately payable upon commencement as per Charterhouse Terms and Conditions of Business.

VAT Reg No. 708 2700 52

**PLEASE SIGN AND RETURN BY 10.00 AM MONDAY  
COPY OF TIMESHEET TO BE RETAINED BY THE CLIENT**

Charterhouse Recruitment Ltd, 1 York Place, Leeds, LS1 2DR  
Company Number: 3609538

