

**Fax back to:**  
**029 2047 4001**  
 No later than 1400hrs Monday



Site Address:

Client Name & Address:

Week Ending: / / Order No/Job Ref: Consultant:

Please note that signed timesheets must reach our office by no later than **1400hrs on Monday**

T/S No.	Temp Name	Trade	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Total									
			1 Start	2 End	3 Breaks	4 Total Hours to Pay	1 Start	2 End	3 Breaks		4 Total Hours to Pay	1 Start	2 End	3 Breaks	4 Total Hours to Pay	1 Start	2 End	3 Breaks	4 Total Hours to Pay
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**We draw your attention to the following:**  
 Failure to submit your timesheet by the time stated above will delay your payment. This timesheet must be signed by the client before submission for payment. The temporary worker will only be paid on the basis of a signed timesheet.  
 Temporary Worker's Signature .....

I/We confirm that I/we am/are an authorised signatory of the client, and that the total hours worked are correct and that the standard of work was satisfactory. I/We agree to pay Time 4 Recruitment's Invoice in the respect of the hours above within seven days of its date. I/We confirm that Time 4 Recruitment's Terms & Conditions are the sole terms of this contract.

Client Name ..... Date .....  
 Print Name ..... Position .....  
 Authorised Signatory

(White Copy) 1. Time 4 Recruitment (Pink Copy) 2. Client (Yellow Copy) 3. Temporary Worker  
 Time 4 Recruitment Solutions Limited, Registered Office: 167 Broadway, Cardiff CF24 1QH. Registered in England & Wales No. 07328342. VAT Reg No. 995 4405 80

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