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# TIME SHEET

Name of Temporary Worker	Job Title	Week Ending Date

## Summary of Hours Worked

	Time Started	Time Finished	Lunch Break	Hours Actually Worked <small>(nearest ¼ hour)</small>
<b>MONDAY</b>				
<b>TUESDAY</b>				
<b>WEDNESDAY</b>				
<b>THURSDAY</b>				
<b>FRIDAY</b>				
<b>SATURDAY</b>				
<b>SUNDAY</b>				

**TEMPORARIES:** A signed timesheet must reach the office by 9am on the Tuesday following the week worked or your payment will be delayed. **TOTAL**

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**CLIENT:** Please sign to certify these hours have been worked satisfactorily and that payment will be made according to Terms and Conditions of Business.

**COMPANY (CLIENT) NAME:** \_\_\_\_\_ **CODE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**OFFICE USE ONLY**

NORMAL HOURS	
OVER TIME	

CLIENT SIGNATURE: \_\_\_\_\_ CLIENT NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_ DATE: \_\_\_\_\_