

STAFF UK BOLTON
TIMESHEET

TEMP NAME				
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DAY	START	BREAKS	FINISH	TOTAL
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

CLIENT NAME / ADDRESS	
REPORT TO	

CATEGORY			
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TEMP No.	WEEK ENDING	/	/
	ORDER No.		

CLIENT - THESE ARE THE HOURS YOU WILL BE CHARGED FOR PLEASE ENTER THE CORRECT HOURS	
CLIENT No.	STANDARD HOURS
	OVERTIME (1)
	OVERTIME (2)
	OVERTIME (3)
	Travel & misc

We hereby confirm that the hours have been worked by the temporary worker and that I am satisfied with the standard of work.

SIGNATURE	DATE
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FOR OFFICE USE ONLY			
HOURS	PAY	CHARGE	OTHER