



Employment Services Ltd

www.unique-employment.co.uk

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SINGLE TIMESHEET

Name of Temp:

Week Ending Date:

Name of Client:

Job Description:

Report To:

Purchase Order:

Table with 5 columns: HOURS WORKED, START, FINISH, BREAKS, HOURS. Rows for SUN, MON, TUE, WED, THU, FRI, SAT, and a TOTAL HOURS row.

Table with 3 columns: FOR OFFICE USE ONLY, HOURS, PAY, CHARGE. Multiple empty rows for data entry.

CLIENT DECLARATION:

I certify the above total number of shift hours have been undertaken and that payment will be made in respect of total shift hours according to the terms of business which I have received and have accepted as the basis of this transaction.

SIGNATURE:

NAME: DATE: