

# TIMESHEET

Fax to: 01234 354352  
MMS to: 07867 507 234  
Email to: [pay@tl-group.co.uk](mailto:pay@tl-group.co.uk)

Company:	Contact:	W/E Date:
Site:	Tel:	Fax No:

Temp Worker Name	Position
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	Date	Start Time	Finish Time	Hours	O/T Hours	Total Hours To Be Paid
MON						
TUE						
WED						
THU						
FRI						
SAT						
SUN						
<b>TOTALS:</b>						

I agree the hours to be accurate and that all relevant breaks have been deducted.

Signing of this timesheet signifies agreement to Tradeline Recruitment Ltd Terms of Business.

<b>Authorised Client Signature</b>	
<b>Client Print Name</b>	

**PLEASE NOTE:** Timesheets received after 1.00pm on Tuesday will be processed the following week.