



JOB SHOP

RECRUITMENT SERVICES SW LTD

HEAD OFFICE: 76 Queen Street, NEWTON ABBOT, Devon. TO12 2ER
Tel. 01626 333282 Fax. 01626 205051

PAIGNTON: 1 Church Street, PAIGNTON, Devon. TO3 3AF
Tel. 01803 520900 Fax. 01803 669007

TIMESHEET
Week commencing Sunday

WHITE COPY - return to Job Shop by 08.30 Monday
YELLOW COPY - leave with client

| Name of Temporary Worker | | Job Description | | | |
|------------------------------------|------------|------------------------|--------------|---------------------|-----------------------------|
| Name and Address of Company | | | | | |
| Day | Start Time | Finish Time | Breaks Taken | Total Working Hours | Authorised Client Signature |
| Sunday | | | | | |
| Monday | | | | | |
| Tuesday | | | | | |
| Wednesday | | | | | |
| Thursday | | | | | |
| Friday | | | | | |
| Saturday | | | | | |
| Total Hours for Week | | | | | |

CLIENT

We hereby agree to the hours stated above and confirm that we have received a copy of the "Job Shop" Terms of Business. We will accept your invoice for the chargeable hours at the agreed rate.

Signed _____

Position _____

Name
BLOCK CAPITALS

WORKER

I hereby agree to the hours stated above and undertake responsibility to have the timesheet signed daily and at the end of each working week.

Signed _____

Name
BLOCK CAPITALS