



**RETURN AUTHORISED TIMESHEETS TO**

33 Station Road Bexhill TN40 1RG

timesheets@ninetofive.co.uk

Tel 01424 224 520 – Fax 01424 733 553

**BOOKINGS & ASSIGNMENTS**

16 Gildredge Road Eastbourne BN21 4RL

jobs@ninetofive.co.uk

Tel 01323 643 154 – Fax 01323 721 954

**OUT OF HOURS SERVICE 07932 700 588**

**TEMPORARY STAFF TIMESHEET**

TOP COPY: AGENCY / MIDDLE COPY: WORKER / BOTTOM COPY: CLIENT

**DETAILS OF ASSIGNMENT**

**Report to:**

**Date of Booking or Week Commencing:**

**Name of Temp:**

**Position:**

**HOURS WORKED: (24 HOUR CLOCK)**

DAYS WORKED	Start Time	Finish Time	Less Break/s	Total Hours
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
SATURDAY				
SUNDAY				

**TOTAL HOURS WORKED**

**MEMBER OF STAFF**

**Timesheets MUST reach our Bexhill branch (head office) no later than 10am on Monday morning**

*Should the timesheet not be received by this time, payment will be held over until we have the authorised timesheet*

**CLIENT**

Your signature confirms acceptance of Terms of Business and our authority to invoice you

<b>NAME IN BLOCK CAPITALS (CLIENT)</b>	<b>JOB TITLE (CLIENT)</b>
<b>AUTHORISED SIGNATURE (CLIENT)</b>	<b>DATE (CLIENT)</b>

Purchased Order No/ Authorised by (if applicable):