

- Temporary Recruitment
- Permanent Recruitment

Please print clearly and retain a copy for your records

TEMPS FULL NAME:
(INCLUDING TITLE)

WEEK ENDING DATE:
(SUNDAY)

JOB TITLE:

DEPARTMENT:
(WORKING IN)

| CLIENTS STANDARD WORKING WEEK | | | | | | | | OVERTIME Before working overtime contact your Temps Consultant for authorisation | | | | |
|-------------------------------|------------|------|-------------|------|------------------------------|------|------------|---|-----------------------------|-------------|----------------|------|
| | START TIME | | FINISH TIME | | LUNCH (Deduct Meal Break) | | NETT HOURS | | START TIME | FINISH TIME | TOTAL OVERTIME | |
| | Hours | Mins | Hours | Mins | Hours | Mins | Hours | Mins | | | Hours | Mins |
| Mon | | | | | | | | | | | | |
| Tue | | | | | | | | | | | | |
| Wed | | | | | | | | | | | | |
| Thu | | | | | | | | | | | | |
| Fri | | | | | | | | | | | | |
| Sat | | | | | | | | | | | | |
| Sun | | | | | | | | | | | | |
| TOTAL STANDARD HOURS WORKED | | | | | | | | | TOTAL OVERTIME HOURS WORKED | | | |
| | | | | | | | Hours | Mins | | | Hours | Mins |

TO BE COMPLETED BY CLIENT

CLIENT ORGANISATION:
IN BLOCK CAPITALS (inc. PLC, Ltd etc.)

CLIENT ADDRESS:

POSTCODE:

INVOICE ADDRESS:
(IF DIFFERENT)

POSTCODE:

NAME:

POSITION / DEPARTMENT:

HOURS & MINUTES
WORKED IN WORDS:

ORDER NO:

**AUTHORISED
CLIENT SIGNATURE*:**

DATE:

* Your signature here authorises Bucks and Berks Recruitment Ltd to invoice your company for the total number of hours above, and confirms your acceptance of our Terms of Business. Our Terms of Business can be found at www.bucksandberks.co.uk.

Temps timesheet checklist

- Ensure the timesheet fields are all completed correctly to prevent errors and payment delays.
- Give the original copy of the signed timesheet to the client, keeping a copy for your records.
- Ensure the client has completed their details in full.
- Do not send additional copies in the post as duplicates need to be verified and will lengthen the payment process.
- Before working overtime you must contact your Temps Consultant to obtain authorisation.
- Timesheet deadline is 10.30 Monday latest.
- If you need extra timesheets log on to www.bucksandberks.co.uk.

Client: Please note points below before signing and dating timesheet.

- If order number is required enter in section above.
- Check the hours carefully, especially overtime.
- Invoices payable strictly to our Terms of Business.
- Queries regarding this timesheet should be directed to the branch office.

