

TIMESHEET



Fax back to your branch:

Wokingham 0118 977 1227
 Slough 01753 521554
 Maidenhead 01628 770551
 Marlow 01628 896818
 Windsor 01753 521554

- Temporary Recruitment
- Permanent Recruitment
- Contractors

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.

