

ALLSTAFF EMPLOYMENT

63 NEW LONDON ROAD CHELMSFORD ESSEX – CM2 0ND - TEL: 01245 287220 - FAX: 01245 492957

TEMPORARY TIME SHEET

Week Commencing _____

TEMPS – PLEASE ENSURE TIME SHEET IS RECEIVED BY US **9.30AM MONDAY MORNING**
LATEST TO ENSURE PAYMENT

Company _____

Address _____

Report to _____

Introducing _____

Temporary position _____ Company Hours _____

Day	Start	(Less Lunch Period)	Finish	Total
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
SATURDAY				
SUNDAY				
Total hours normal rate				

I certify the above hours have been worked and agree to pay the invoice upon receipt and abide by the terms of business as contained on the clients copy time sheet, copy of which I acknowledge receipt.

Date..... Signed
Authorised Signatory on behalf of the Company

Licensed annually by the Department of Employment
PROPRIETOR: P.K. SAUNDERS
Licence No. SE 11732

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