



TIME SHEET

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 upfront-recruitment.co.uk

RECRUITMENT

CONSTRUCTION INDUSTRY SPECIALISTS

Client name & address:	Week Ending Date:
Site address:	Contact:
Client Order No:	

Trade	Operative Name		Monday			Tuesday			Wednesday			Thursday			Friday			Saturday			Sunday			Total hours	Basic Rate Hours	Overtime Rate Hours	Expenses & additional payments
			Times	Break	Hours	Times	Break	Hours	Times	Break	Hours	Times	Break	Hours	Times	Break	Hours	Times	Break	Hours	Times	Break	Hours				
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I hereby certify that the hours shown above are correct and that all work has been carried out to a satisfactory standard. We will also accept the invoice for the hours shown above at the rates agreed previously and also agree to accept your terms and conditions of business as shown overleaf.

Name Signature Position Date
 (authorised signatory only)