

Hospitality & Retail Recruitment Timesheet

Temp Name:	Week Ending: (Sunday)
Client Name:	Function:
Client Address:	

All timesheets must be received by 11.30am on Monday to ensure payment the following Friday. Alterations should be countersigned and any queries or if the timesheet is NOT signed by the Client there may be a delay in payment to you. Please ensure the week ending date and Client name are accurately and clearly completed.

Fax signed timesheet to 01442 877 327 or email hello@handrrecruitment.co.uk or send to 0770294833 Any question or queries please contact the accounts team on 01442 877 650
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	Time Started	Time Finished	Time Taken for Break	Standard Hours Worked	Overtime Hours Worked
<i>Example - 24 hour clock</i>	09.00	17.00	0.30	07.30	
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Total Hours					

<p>PLEASE NOTE: As an agent acting on behalf of your company, you are authorising payment to the Candidate and payment of the invoice.</p> <p>By signing this declaration you are confirming that the number of hours worked by the Candidate is correct.</p> <p>In the event any Candidates are employed on a full time basis after being introduced by Retail Recruitment Company Temporary Resource the client will be liable to pay a fee based on the terms and conditions agreed.</p> <p><small>* Retail Recruitment Company Temporary Resource is a subsidiary company of Hospitality & Retail Recruitment.</small></p>	<p>Client Authorisation Name: (Please Print)</p> <hr/> <p>Position:</p> <hr/> <p>Signature:</p> <hr/> <p><small>*By signing you are authorising payment to the Candidate and payment of the invoice</small></p>
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