

REGISTRATION No.

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POST TIME SHEET TO:

Positive Recruitment Solutions

Hindover, 2nd Floor, 21 St Pauls Rd West, Dorking, Surrey, RH4 2HT

Tel: 01306 877701 Fax: 01306 877401

Email: mail@positiverecruitment.co.uk www.positiverecruitment.co.uk

Your name or your Limited company Your signature

Your address Print name

..... Week ending

DAY	HOURS WORKED AM	HOURS WORKED PM	OVERTIME HOURS	DAILY	TOTAL HOURS PAYABLE
MON					
TUES					
WED					
THURS					
FRI					
SAT					
SUN					
TOTAL					

I am authorised to certify that the work has been carried out to our satisfaction and confirm that the standard / overtime hours or days worked are correct.
Total hours are NET hours after deduction of breaks and the Positive Recruitment Solutions Terms & Conditions of Business of which I am in receipt apply in all circumstances.

Company name

Authorised by

Position

Signature Date

When calculating hours worked please round to the nearest 15 minutes. Please express your hours worked in hours and minutes. Our Terms of Business of which you are in receipt apply in all circumstances. Further copies are available on request. to ensure prompt payment please return correctly authorised timesheets AND invoices (Limited Companies) to arrive by 10am every Tuesday to the above address. We do not accept faxed timesheets.

White and Green Copies: Return Signed to Positive Recruitment Solutions Ltd Pink Copy: Candidate Copy Yellow Copy: Client Copy