

<b>Company:</b>		<b>Site:</b>	
<b>Order No:</b>		<b>W/E:</b>	

Name	Trade	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total Hours Worked

**\*\*All boxes below must be completed in full for the timesheet to be valid - Any missing information will result in the timesheet being returned & could result in the delay of payment to the workers.**

<b>**Authorised Client's Signature:</b>	<b>**Date of Signature:</b>
<b>**Print Name:</b>	<b>**Position:</b>

THE SIGNATURE AUTHORIZING THIS TIME SHEET IS TAKEN AS ACCEPTANCE OF HOURS WORKED & AUTHORITY TO INVOICE THESE HOURS AND ACCEPTANCE TO PAY SAID ON INVOICE. ALSO THAT THE WORK HAS BEEN CARRIED OUT IN A SATISFACTORY MANNER & ALL REST / BREAK PERIODS HAVE BEEN DEDUCTED. **THE TEMPORARY WORKER WILL ONLY BE PAID ON THE BASIS OF SIGNED TIMESHEET**

**PLEASE ENSURE ALL SIGNED TIMESHEETS ARE FAXED TO 01452 742182 OR EMAILED TO [construction@initialrecruitment.com](mailto:construction@initialrecruitment.com) NO LATER THAN 3PM MONDAY FOLLOWING THE WEEK WORKED (IN ORDER TO BE PAID WITHIN THAT WEEK)**

THE OPERATIVE AGREE'S TO ACCEPT WORK ON THIS CONTRACT AT AN HOURLY PAID RATE FOR A PERIOD REQUIRED BY THE CONTRACTOR ON A TEMPORARY EMPLOYMENT BASIS.