



TIMESHEET

Place of Work: _____

Temp Name: _____

Wk Comm: __ / __ / ____

	Date	Start Time	Finish time	Less Breaks	Total Hours Worked
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
	Total Weeks Hours Worked				

Hours are paid to the nearest .25 of an hour worked.

It is confirmed that:

1. The hours shown on this timesheet have been worked.
2. We have received and accepted the Kwik Staff terms of business.
3. This signed timesheet will form the basis of an invoice payable within 14 days of the date of the invoice.

Authorised client signature..... Position.....

Dated..... Required Next Week? YES / NO

Please Return signed Timesheet to Kwik Staff by Monday 1PM.
E-mail to Admin@Kwik-staff.co.uk or fax to 0121 615 3343

If you have a any questions regarding the completion of this Time Sheet please call 0121 271 1182.

All Temps are paid 1 Week in arrears on Friday.