

class time sheet

recruitment (temporary contractors)

TO BE FILLED IN BY TEMPORARY
WORKER FOR WEEK ENDING FRIDAY

/ /

REF NO:

YOUR NAME:

YOUR ADDRESS:

JOB TITLE:

POSTCODE:

DATE OF BIRTH:

N.I. NO:

SIGNATURE:

HOURS WORKED - Exclusive of Lunch Hours & Travelling Time

PART HOURS - Please state as a decimal (e.g. 1/2 hour = 0.50)

If you work either a DAY, AM or PM please tick the relevant box below

	DAYS	HALF DAYS		HOURS
		AM	PM	
Saturday				
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
TOTAL				

TO BE COMPLETED AND AUTHORISED BY CLIENT

School/Client Name:

Invoice Address:

Postcode:

Telephone No:

Purchase Order No:

Total Hours/Days in Words:

Client Signature:

Date:

Print Name:

Title:

We, the above named client, declare that the above named temporary contract worker has worked the total signed for and agreed hours as shown and that all work has been completed to a satisfactory standard. We, the above named client, authorise you to invoice for the total hours worked at the agreed rate. A signed time sheet is taken as total agreement to all terms and conditions as laid down in the **Class Recruitment Ltd Contract**.

PLEASE POST OR FAX THIS TIME SHEET TO ARRIVE NO LATER THAN 12 NOON ON MONDAY • WHITE (To Agency) | YELLOW (Contract Workers Copy) | BLUE (Client Copy)

PLEASE POST TO: Class Recruitment Ltd, Berkeley Square House, 4 Berkeley Square, Clifton, Bristol BS8 1HJ OR FAX TO: 0117 923 9111