

Time Sheet

Temporaries Name:	
Job Title:	
Company Name and Address:	
Contact:	
Week Ending Date:	

	HOURS WORKED (excluding lunch breaks)
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	
TOTAL HOURS	

The appointment of the above named temporary into a permanent position with your organisation or associated companies will result in an introductory fee. Please refer to Red Recruitment Ltd. Terms of Business for the supply of Temporary staff.

We confirm that the above hours have been satisfactorily worked and that payment in respect of these will be made according to the Terms of Business received from Red Recruitment Ltd. and accepted by us.

Client Signature: _____

Date: _____

Name in Capitals: _____