



Placing People House  
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Suppliers of Temporary and Permanent Staff

# TIME SHEET

Name of Employee: \_\_\_\_\_ Date W/Ending: \_\_\_\_\_

Clients Name: \_\_\_\_\_ Reporting to: \_\_\_\_\_

Address: \_\_\_\_\_

**Timesheets must be returned to Placing People before 9.00am Monday**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Time Started							
Lunch Break							
Time Finished							
Total Hours Worked							
Total Hours worked for week	I agree to the hours as shown, and confirm that I have read and agree to your Terms of Business.						

Signed: \_\_\_\_\_

Position: \_\_\_\_\_

Name in Capitals: \_\_\_\_\_

Date: \_\_\_\_\_



**Client Information:** A copy of this timesheet will be attached to your invoice for your records.

Thank you for your custom. Please do not hesitate to contact us if we can be of any further assistance.

Placing People Bedford Ltd