

# TEMPORARY STAFF TIME SHEET

PLEASE RETURN BY FAX TO WRS ON 08450 518 678

ALTERNATIVELY YOU CAN EMAIL: [julie@wrs.uk.net](mailto:julie@wrs.uk.net) or [michael@wrs.uk.net](mailto:michael@wrs.uk.net)



**TEL: 08706 092 680**

Client Name	▶
Address	▶
Contact Name	▶
Temp Name	▶

ACCOUNTS USE ONLY

Timesheet Number	▶
Temp Number	▶
Client Number	▶
Week Commencing	▶
Week Ending	▶

THIS TIMESHEET IS THE TEMPS RESPONSIBILITY AND PLEASE ENSURE THAT ALL HOURS ARE FILLED IN CORRECTLY

DAY	START	FINISH	START OF BREAK	END OF BREAK	08.00 18.00	18.00 24.00	24.00 08.00
MON							
TUE							
WED							
THU							
FRI							
SAT							
SUN							

**Total Hours to be Invoiced**

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We hereby certify that the hours shown are correct and work was carried out to our satisfaction:

AUTHORISED BY (BLOCK CAPITALS)

SIGNATURE OF CLIENT

DATE	DAY	MONTH	YEAR
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The deadline for this timesheet is mid day \_\_\_ / \_\_\_ / \_\_\_

Any timesheet sent in after this time will not be processed until the following week