



Time Sheet

Please complete and return this Timesheet no later than 10:00am on the Monday following to ensure that wages are paid on time.

Purchase Order Number .....  
Client Id .....  
Employee ID .....  
Week Ending ...../...../ 201....

Name ..... Week Commencing ...../...../ 201....

<i>Day</i>	<i>Start</i>	<i>Lunch Break</i>	<i>Finish</i>	<i>Total Hours</i>
<i>Monday</i>				
<i>Tuesday</i>				
<i>Wednesday</i>				
<i>Thursday</i>				
<i>Friday</i>				
<i>Saturday</i>				
<i>Sunday</i>				
<i>Client Name:</i> .....			<b>Grand Total Hours</b>	

Address: .....

**Client Authorisation**

We certify that the above mentioned temporary worker has attended for employment at the stated times and to our satisfaction. We agree to be bound by Morris Clarke Recruitment Ltd Terms & Conditions.

Signed ..... Print Name .....