



time sheet

Name: _____ **Company:** _____ **Position / Dept:** _____
Concept branch: _____ **Concept fax:** _____ **Week ending date:** _____ **Order No.:** _____

PLEASE LIST IN EACH DAILY TOTAL BOX, THE HOURS (TO THE NEAREST QUARTER HOUR) THAT WILL BE PAYABLE AFTER ALL BREAKS HAVE BEEN DEDUCTED

Hours	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Number of hours worked at:			Total	Bonus / Expenses £
Start time								Basic Rate	O/time Rate 1	O/time Rate 2		
End time												
Daily Total (minus breaks)												

H = Holiday S = Sick

I confirm that the work has been carried out to our satisfaction and confirm that the above temporary worker has worked the total hours as stated. Total hours are NET hours after deduction of breaks and Concept Staffing terms and conditions of business are acceptable as a basis of this contract.

Client signature: _____ **Company:** _____
Print client name: _____ **Position:** _____

Conditions

- 1 Time sheets MUST be returned to Concept no later than 9.00am Monday morning. This may be done via hand delivery, post, facsimile or email. Time sheets will be accepted via email on the understanding it has been sent from an authorised email account.
- 2 Please use SUNDAY as the LAST day of each working week, and enter the relevant date in the space provided above.
- 3 Please enter ALL order numbers that may apply to this job.
- 4 The conditions of the contract you have entered into are fully covered by the terms and conditions already supplied to yourself.

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