

TIMESHEET

Temporary worker name: Order number: Week/ending: **Marc Daniels Specialist Recruitment Limited, St Andrew's House, St Mary's Walk, Maidenhead, Berkshire, SL6 1QZ. T: 01628 788588**

Working address: Client invoice address:

Telephone number: Telephone number:

Note to temporary worker: please complete this timesheet, deducting time not worked for all breaks. The client company representative should sign the timesheet at the end of each week. The top copy is for the client, the bottom copy for you and the middle copy should be delivered to Marc Daniels by 12:00pm on Monday.

Note to client: please check and confirm the hours worked. By signing this document, you are confirming that you are authorised to sign and confirm the hours on this timesheet and that you acknowledge and agree to Marc Daniels terms of business.

| | Start Time | Finnish Time | Less Breaks | Total Hours | | |
|-------------|------------|--------------|-------------|-------------|---|--|
| Monday | | | | | Client signature: Please print name: Position: Date: | |
| Tuesday | | | | | | |
| Wednesday | | | | | | |
| Thursday | | | | | | |
| Friday | | | | | | |
| Saturday | | | | | | |
| Sunday | | | | | | |
| Total hours | | | | | | |

PLEASE FAX TO 01628 788589 BY NO LATER THAN 12PM ON MONDAY

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