

TIMESHEET

Agency ID	<input type="text"/>	Client ID	<input type="text"/>
Order No	<input type="text"/>	Candidate ID	<input type="text"/>
Timesheet ID	<input type="text"/>	Week ending	<input type="text"/>

**PLEASE COMPLETE AND RETURN THIS TIMESHEET
NO LATER THAN 10.00a.m. THE FOLLOWING MONDAY
SIGNED BY THE CLIENTS REPRESENTATIVE**

Temp's Name Week commencing Monday.....

	START	LUNCH	FINISH	Basic Hours	Overtime
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
SUNDAY					

TEMP'S SIGNATURE..... DATE.....	TOTAL HOURS	
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Client:
 Address:

NOTICE TO CLIENTS

We certify that the above-mentioned temporary worker has attended for assignment with us at the stated times and to our satisfaction. We agree to be bound by The Terms and Conditions of the Company.

Signed..... Print Name

NOTICE TO TEMPORARY WORKER

Should the Temp have any queries regarding pay, please telephone the New Millennia payroll department at New Millennia Group plc, Kingston House, Manchester Road, Hyde SK14 2BZ. Tel: 0161 368 1717 Fax: 0161 366 6518

IMPORTANT INFORMATION

Parts 1 (White) return to Agency, Part 2 (Yellow) retained by client, Part 3 (Pink) retained by Temporary