

CANDIDATE NAME	
WEEK ENDING	

CLIENT NAME:
CONTACT NAME:

**IMPORTANT INFORMATION:** The **DEADLINE** for the return of signed/completed timesheets is **MONDAY 10.00am.**

**FAX: 01440 709025 EMAIL:Levi@1ststoprecruitment.co.uk**

(MAKE SURE TIMESHEET IS SIGNED BY YOUR MANAGER BEFORE SENDING)

**Part Hours** Please state as a decimal (eg. 1/2 hour = 0.5)

	Start Time	Finish Time	Breaks Duration	Normal Hours	O/T Rate	O/T Hours
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
<b>Total Hours</b>						
<b>Grand Total</b>					=	

**NB:** Please state whether overtime is e.g. 1.3, 1.5 or double time.

**Candidate Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Client Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**HOLIDAY REQUEST** Date: \_\_\_\_\_ Hrs/Days: \_\_\_\_\_

Week Ending: \_\_\_\_\_

Name: \_\_\_\_\_

Signed: \_\_\_\_\_