



Weekly Timesheet

**Return to Fax Number 020 32883003
BEFORE 5PM MONDAY**

Bridge Recruitment
16-18 Woodford Road
London
E7 0HA
Tel: 020 3288 3002
Fax: 020 3288 3003
Email: info@bridge-rec.co.uk

*Please keep a copy for your own records

Employee Name:	Employee Number:	Week Commencing:
		Week Ending:

CONTRACT ADDRESS	INVOICE ADDRESS
Company: Contract: Address:	Company: Address:
Postcode: Client Code: Report To:	Postcode: Client Order Number: COTB Number:

	Start Time	Finish Time	Total Hours	Minus Breaks	Hours Paid
Saturday					
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
			Total Hours Worked		
			Total Hours Paid		
			(including travel time)		

CLIENT AUTHORISATION:

I hereby confirm that the hours have been worked by the Temporary Worker, all breaks have been deducted and all work carried out by the Temporary Worker has been checked and that I am satisfied with the standard of work. I have read and understood your terms and conditions of business.

Print Name:	Signature:
Position:	Telephone number:

PLEASE ENSURE THIS TIMESHEET IS COMPLETED AND RETURNED BY 5.00PM ON THE FOLLOWING MONDAY. TIMESHEETS RECEIVED LATER THAN THIS DEADLINE MAY RESULT IN DELAYED PAYMENT.

For Office Use only:

NHW:	
HPR:	
HCR:	