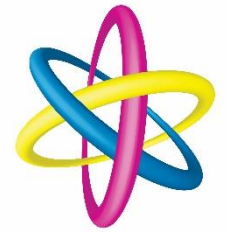


WEEKLY TIMESHEET – MULTI WORKERS



EQUATION
RECRUITMENT

PAYROLL DETAILS

Equation Recruitment
12 Deans Court
Bicester
Oxfordshire OX26 6RD

Telephone 01869 323444
Email payroll@equationrecruitment.com

The deadline for timesheet submission is 10am Monday following the week you have worked.

We recommend that a copy should be retained for your personal records.
Timesheets received after the Monday 10am deadline will not be processed until the following week.

COMPANY DETAILS

Client Name
Client Address

ASSIGNMENT DETAILS

Week Ending
Reporting To
Department
Assignment
Assign No

Note: The working week ends on Sunday

Hours worked – less any breaks taken

Candidate Name	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Total								

Please ensure that the total boxes are completed before signing, and the hours recorded accurately total to the nearest 15 mins.

Signature of Client

Date

Name (please print)

Position

I confirm that the above temporary worker has satisfactorily worked the hours stated and agree that payment will be made at the rates stated in respect of these according to your Terms and Conditions of business which I have received and accept as the basis of this transaction and understand a minimum of 4 hours in anyone day will be charged.

I agree to reimburse **Equation Recruitment** for the expenses claimed on receipt of the relevant invoice plus ENI & VAT.