

CPD RECRUITMENT

TEMPORARY WORKER - TIMESHEET

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|----------------------|--|
| Client: | |
| Address: | |
| | |
| Reporting to: | |
| Position: | |
| Telephone No. | |

| | |
|--------------------------------|-----------------------------|
| INTRODUCING | |
| Name: | Position: |
| Start Date: | Hours Required: |
| Duration of Employment: | Date of Termination: |

| DATE | TIME COMMENCED | TIME FINISHED | LESS LUNCH TAKEN | HOURS WORKED |
|---------------------------|-----------------------|----------------------|-------------------------|---------------------|
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| | | | | |
| | | | | |
| | | | | |
| TOTAL HOURS WORKED | | | | |

Date: ____ / ____ / ____

I hereby certify that the signatures below, appended hereto, represent the true and accurate record of the period of employment undertaken by the Temporary Worker for the Client on behalf of and at the instance of CPD Recruitment and subject to its Terms and Conditions of Business receipt of which the Client acknowledges.

Temporary Worker

For and on behalf of the Employer

[] **Please tick the box provided if you require further timesheets.**

ALL TIMESHEETS MUST BE RECEIVED BY EMAIL NO LATER THEN 1PM ON MONDAYS, IF NOT BEFORE. THE REASON FOR THIS IS THAT IN ORDER TO PAY YOUR GOODSELVES EFICIENTLY AND CORRECTLY. IT IS ESSENTIAL THE CORRECT IMFORMATION IS PROVIDED BY THIS POINT. FAILURE TO DO SO WILL DELAY PAYMENT BY ONE WEEK AS STATED IN YOUR CONTRACT.