



Personnel Placements
 20 Oatmeal Row
 Salisbury
 Wiltshire
 SP1 1TH

T: 01722 334433
 Email: accounts@personnel-placements.co.uk

Timesheet

Posting of the time-sheet is your responsibility and late arrival could delay payment of wages. Please ensure that the agency copy reaches the above address no later than 10.00am Monday to qualify for payment by Bank Transfer on Friday of that week.

Week Ending (Saturday)	Name of Temp
Name & Address of Client	

	AM From-To	Lunch From-To	PM From-To	Hours Ex Lunch at 1	Hours At 1.3	Hours At 1.5	Hours At 2
Sunday							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
TOTAL HOURS							

I certify that the attendance and the work of the above named person has been satisfactory and that no claim will be made against the agency's invoice. We acknowledge having received your terms of business and confirm acceptance.

The above named employee is under contract to the agency and cannot therefore accept any position on the staff of your organisation, permanent or temporary otherwise than by arrangement with the agency and on payment of our normal introduction fee. Such fee becoming due and payable by you immediately should the above named enter your employment

Clients Signature _____ Please Print Name _____