



**TIMESHEET**

Vanilla Recruitment (UK) Limited  
 48 St Mary's Road  
 Market Harborough  
 Leicestershire  
 LE16 7DU  
 Tel: 01858 898058  
 Fax: 01858 468854

Client – please retain a copy for your files  
 Candidate – please retain a copy for your files and return the original to Vanilla Recruitment no later than Monday 10.00am.

**Name of Temporary Worker:**

.....

<b>Hours of Work:</b>	<b>Week ending:</b>
<b>Job Title:</b>	<b>Reporting to:</b>
<b>Name of Client:</b>	<b>Address:</b>

**Summary of Hours Worked**

	<b>Time Started</b>	<b>Time Finished</b>	<b>Less Breaks</b>	<b>Total Hours Worked</b>
<b>Monday</b>				
<b>Tuesday</b>				
<b>Wednesday</b>				
<b>Thursday</b>				
<b>Friday</b>				
<b>Saturday</b>				
<b>Sunday</b>				

**Total Weekly Hours** .....

I certify that the total hours, as detailed above, have been satisfactorily worked and that payment will be made in respect of these according to your terms and conditions of business which I have received and accept as the basis of transaction. Hours are paid and charged to nearest quarter hour.

**Candidate Signature:**.....

<b>Client Signature:</b>	<b>Name:</b>
<b>Date:</b>	<b>Position:</b>