

# Time Sheet

**Orchard Recruitment Solutions Ltd**

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Candidate Name  Week Ending

Company Name  Site Name

**Please ensure timesheets are submitted no later than 4pm each Monday for payment the following Friday**

Day	Start Time	Finish Time	Less Breaks	Total Hours Worked
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
Total Hours				<input type="text"/>

PAYE:

Composite Company

LTD Company

## FOR TEMPORARY WORKERS

I hereby certify that the above is a correct record of the hours worked & that I accept the conditions of work supplied to me

Print Name:

Signed:

Date: / /

## FOR CLIENT

I hereby certify that the total hours shown above are a correct record of the hours worked by the temporary worker & I accept the Terms & Conditions for the Introduction of temporary staff.

Print Name:

Signed:

Date: / /