

Quest

RECRUITMENT LTD

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TEMPORARY CANDIDATE TIMESHEET

Employee Name
Client Name
Week Ending
Purchase Order No (office use only)

	Start Time	Lunch Break	Finish Time	TOTAL HOURS Excluding Lunch Break
MON				
TUE				
WED				
THU				
FRI				
SAT				
TOTAL HOURS				

**AS THIS INFORMATION IS USED TO CALCULATE YOUR PAY
PLEASE COMPLETE ACCURATELY**

FOR COMPLETION BY THE CLIENT

This timesheet is authority to invoice. Please ensure that times and hours are correct before authorising. The authorising signatory for Client Employer should complete 'TOTAL HOURS (in words)' box.

TOTAL HOURS (in words)

I confirm the above hours and accept the terms and conditions of contract.

SIGNED & approved by client