



AINSLEY MORGAN
A p p o i n t m e n t s

235 High Street
Bromley
Kent BR1 1NZ

Bromley Office Tel: 0208 466 6661

Timesheet Fax No: 0208 466 9444 or Email: accounts@ainsleymorgan.co.uk

TIMESHEET

Client Name & Address:

Booking No:	
Week-ending Date:	
Reporting to:	
Name of Temp:	
Staff No:	

Hours Worked	CLIENT: Please sign and initial any alterations TEMPORARY: Please ensure that timesheet is fully completed and signed			
	Time Started:	Time Finished:	Less Breaks:	Hours worked:
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

For Office use Only
Hours

Total:

I certify that a total of hours have been satisfactorily completed

For payment terms please see terms and conditions, Additional copies of the full terms and conditions are available for request.

Payment in respect of this assignment will be made according to your terms of business which I have received from you and accept as the basis of this transaction. Hours are paid and charged to the nearest hour.

SIGNATURE

DATE

PRINT NAME

POSITION