



RETURN AUTHORISED TIMESHEETS TO

33 Station Road Bexhill TN40 1RG
timesheets@ninetofive.co.uk
Tel 01424 224 520 – Fax 01424 733 553

BOOKINGS & ASSIGNMENTS

16 Gildredge Road Eastbourne BN21 4RL
jobs@ninetofive.co.uk
Tel 01323 643 154 – Fax 01323 721 954
OUT OF HOURS SERVICE 07932 700 588

TEMPORARY STAFF TIMESHEET

DETAILS OF ASSIGNMENT

Report to:

Date of Booking or Week Commencing:

Name of Temp:

Position:

HOURS WORKED: (24 HOUR CLOCK PLEASE)

DAYS WORKED	Start Time	Finish Time	Less Break/s	Total Hours
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
SATURDAY				
SUNDAY				

TOTAL HOURS WORKED

MEMBER OF STAFF

Timesheets MUST reach our Bexhill branch (Head Office) no later than 10am on Monday morning

Should the timesheet not be received by this time, payment will be held over until we have the authorised timesheet

CLIENT

Your signature confirms acceptance of Terms of Business and our authority to invoice you

NAME IN BLOCK CAPITALS (CLIENT)	JOB TITLE (CLIENT)
AUTHORISED SIGNATURE (CLIENT)	DATE (CLIENT)

Purchase Order No/Authorised by (if applicable):