

Please ensure you leave a copy with your temporary employer and retain a copy yourself.



**Kings Hill Recruitment**

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WEEK COMMENCING

MONDAY / /

TIMESHEET NO.

COMPANY NAME	COMPANY ORDER NO.
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COMPANY ADDRESS

TEMPORARY WORKERS NAME

REPORTING TO	ASSIGNMENT JOB TITLE
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DAY	DATE	AM START	AM FINISH	PM START	PM FINISH	HOURS WORKED	NOTES / COMMENTS
MON							
TUE							
WED							
THU							
FRI							
SAT							
SUN							

Notes:  
Cancel with an X all days not worked.  
All alterations must be countersigned by client  
This is a true record of the hours worked for which payment is due.

<b>TOTAL HOURS WORKED</b>	
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Temporary Workers signature.....

I certify that the total hours worked by the temporary worker to be billed to my company are as shown. I have read and agreed to Kings Hill Recruitment Terms of Business.

Client/Authorised signature.....Print name.....