

You must contact a Temporary Consultant to be allocated a timesheet number before using this timesheet.

Upon completion you will need to make three copies, one for the client, one for the temporary worker and one for KHR



Kings Hill Recruitment

21 Queen Street, Kings Hill
 West Malling, Kent,
 ME19 4DA
 Tel: 01732 870011
 Fax: 01732 870099
 Email: recruit@khr.co.uk
 www.khr.co.uk

WEEK COMMENCING

MONDAY / /

TIMESHEET NO.

COMPANY NAME	COMPANY ORDER NO.
--------------	-------------------

COMPANY ADDRESS

TEMPORARY WORKERS NAME

REPORTING TO	ASSIGNMENT JOB TITLE
--------------	----------------------

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.

TOTAL HOURS WORKED	
---------------------------	--

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.....