



Time Sheet

DEADLINE:

Timesheets must be received on Monday 5pm latest at Aztec's Head Office in Newquay. Missing the deadline will result in delayed pay.

NAME:	_____
JOB TITLE:	_____
CLIENT NAME:	_____
ADDRESS:	_____ _____
W/E DATE:	_____

I confirm that the total hours worked are correct:

Employee's signature _____ Date: _____

Hours worked to nearest quarter hour

	Start	Break(s)		Finish	Hours worked	Overtime Hours
		Start	Finish			
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
TOTAL						
TOTAL HOURS COMPLETED THIS WEEK						

I confirm that the total hours worked are correct and agree to pay your invoice in accordance with your terms of business. As the information on this form is the sole basis for calculating your charge to me, I have initialled any alterations.

SIGNED	_____	DATE	_____
PLEASE PRINT NAME	_____	POSITION IN COMPANY	_____

N.B. In the event that you make an offer of permanent employment to one of our temporary staff and it is accepted during or within six months of completing a temporary engagement, a permanent fee will be applicable in accordance with our terms of business.