



am recruitment

A RICHARD ALAN GROUP COMPANY

head office: richard alan house, shaw cross business park, dewsbury. wf12 7rd

tel: 01484 532019 or 01924 484373 fax: 01924 454377

www.am-recruitment.co.uk email: jo@am-recruitment.co.uk

To:

TIME SHEET

| ACCOUNT No. | TIME SHEET No. | WEEK ENDING | CLIENT ORDER No. |
|-----------------|----------------|-------------|------------------|
| | | | |
| TIME SHEET REF. | | | |
| | | | |

FOR SUPPLYING THE SERVICES OF

REPORTING TO

| DETAILS | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY |
|--|--------|---------|-----------|----------|--------|----------|--------|
| START TIME | | | | | | | |
| FINISH TIME | | | | | | | |
| DEDUCT LUNCH TIME | | | | | | | |
| HOURS WORKED | | | | | | | |
| Additional information and overtime etc. | | | | | | | |

| |
|-------------|
| TOTAL HOURS |
| OVERTIME |
| NORMAL |
| |

NOTE: This Time Sheet signed by the Client enables the Temporary to collect salary for the week to which it relates.
 The Time Sheet should arrive at the Office on Saturday morning, or Monday morning **NO LATER THAN 9:00am**, if Saturday/Sunday work involved.
 I CONFIRM that the above has worked the above hours and we agree to pay our account within 7 days of presentation and agree to abide by the Terms and Conditions of AM Recruitment.

CLIENT COMPANY'S AUTHORISED SIGNATORY

NAME IN BLOCK CAPITALS SIGNATURE
 (PLEASE SIGN AND RETURN THIS COPY)