



C & P RECRUITMENT

TIMESHEET

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F 0131 777 8070
E timesheet@cprecruitment.co.uk
W www.cprecruitment.co.uk

Timesheets must be emailed to
timesheet@cprecruitment.co.uk
or faxed to **0131 777 8070**
by 12 noon on Monday

COMPLETE THIS DOCUMENT IN FULL – INCLUDING THE CLIENT PURCHASE ORDER NUMBER

To be filled in by **Temporary Worker** for week ending Friday: Date: Month: Year:

Name: Job Title:

Date of Birth: N.I. Number:

Home Address: Post Code:

Contact Telephone No: I agree that information on this form can be passed to the client.

HOURS WORKED – Net of lunch hours and travelling time
PART HOURS – please state as a decimal e.g. 1/2 hour = 0.5
EXPENSES – require client authorised expense form to be attached

Signature:

DAYS	BASIC HOURS	OVERTIME DAYS	OVERTIME NIGHTS	TRAVEL/EXPENSES
SATURDAY				
SUNDAY				
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
TOTAL HOURS FOR INVOICING				

To be filled in by Client for week ending Friday: Date: Month: Year:

Name of Company: Site: Client Cost Code:

Invoice Address: Tel No:

I confirm that the hours signed for above are an accurate reflection for the hours completed by the temporary worker and I understand that these will be used to produce an invoice. The hours above are NET of breaks. I am an authorised signatory and confirm acceptance of C&P Recruitment's terms and conditions.

Purchase order number: Total hours in words:

Print Name: Position in Company:

Signature:

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