



TEMPORARY WORKERS TIME SHEET

Temporary Workers Name	
Company assigned to	
Job title	
Supervisor/Manager	
Week commencing Monday	

	Start	Finish	Total Hours	Breaks	Hours Worked
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Total Chargeable Hours					



Important: Completed time sheets must be signed by an authorised client representative and returned to The Catering Agency by 12 midday Tuesday to ensure prompt payment.

For completion by the Client

We certify that the total hours worked are correct and we will accept your account for the chargeable hours shown. We agree to your terms and conditions of business and accept that your normal scale of permanent introduction fee will be payable should the above named temporary enter employment with us.

Signature

Position

Date

Top Copy - Client, 2nd Copy - Accounts

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The Catering Agency is a trading name of The Catering Agency Ltd, Winnington Hall, Winnington, Northwich, Cheshire CW8 4DU

Company No. 6550639 VAT Registration No. 757948759