



8 Dencora Business Centre  
 Nuffield Road, Cambridge CB4 1TG  
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 E-mail: payroll@traderecruitmentltd.co.uk

# TIMESHEET

Purchase Order No:

**PLEASE COMPLETE AND FAX THIS TIMESHEET TO 01223 223888 NO LATER THAN 4.00PM ON MONDAY SIGNED BY THE CLIENTS REPRESENTATIVE**

Candidate Name	Week Ending Sunday	D   D   M   M   Y   Y   Y   Y
Candidate D.O.B	D   D   M   M   Y   Y   Y   Y	Candidate Job Title

	BASIC HRS	OVERTIME HRS	LABOUR ALLOCATION DETAILS ( if applicable )
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
SATURDAY			
SUNDAY			

Candidate Signature	TOTAL HOURS		
Date		D   D   M   M   Y   Y   Y   Y	

Client .....

Site .....

Address .....

**NOTICE TO CLIENTS**

We certify that the above mentioned temporary worker has attended for assignment with us at the stated times and to our satisfaction and that **unpaid breaks have been deducted from the total hours recorded.** We agree to be bound by the Terms and Conditions of the Company.

Client Signature	Client Position	
Print Name	Date	D   D   M   M   Y   Y   Y   Y

**IMPORTANT INFORMATION**

Part 1 (White) return to Agency, Part 2 (Yellow) retained by client, Part 3 (Pink) retained by temporary