



Excel Recruitment Limited
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TIMESHEET

TEMPORARIES PLEASE NOTE: Timesheets received after 12.00pm on Monday may not be included in payroll that week. Please ensure that this timesheet is completed in full and signed and that any alterations are countersigned and emailed to timesheets@xlrecruit.com or faxed to 020 7404 1004.

Client Name:				
For the Attention of: timesheets@xlrecruit.com				
Name of Temporary:				
Nature of Temporary Assignment:				
Week Ending Friday:				
	Start	Lunch	Finish	Total
Saturday				
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Total Hours Worked				
Total Hours Worked in Words				

Authorised Client Signature

Job Title Date

Please print your name in block capitals

Temporary Worker Signature Date

CLIENTS PLEASE NOTE:

- In signing this Timesheet you are confirming that the number of hours stated is correct and the work carried out was satisfactory. You are authorising on behalf of your Company payment to the Temporary Worker and payment of our invoice.**
- In the event that any temporary worker introduced through Excel Recruitment Ltd (Excel) be employed by the client on a permanent basis, the client will pay Excel a fee based upon its Terms & Conditions.**

