

## Timesheet

E :

W :

T :

Please email completed timesheets to [info@universerecruitment.co.uk](mailto:info@universerecruitment.co.uk)

To be completed and returned by \_\_\_\_\_ on the following \_\_\_\_\_ to be processed for payment.

Temps Name : \_\_\_\_\_ Temps Signature : \_\_\_\_\_

Week Ending : \_\_\_\_\_ Date : \_\_\_\_\_ Agency : \_\_\_\_\_

Worker Names	Monday Working Hours	Tuesday Working Hours	Wednesday Working Hours	Thursday Working Hours	Friday Working Hours	Saturday Working Hours	Sunday Working Hours	Breaktime	Total Hours

### Client Declaration

I certify that I am an authorised employee of the named client and that the above named Temporary Worker has attended for assignment with us at the stated times and to our satisfaction. By signing this timesheet I certify that I have read and agree to be bound by the Terms & Conditions of Recruitment Funding Solutions.

Client Name : \_\_\_\_\_ Client Signature : \_\_\_\_\_

Position : \_\_\_\_\_ Date : \_\_\_\_\_