



The Round Peg Principle.
We listen. We ask questions
to get the right fit for you.

Time Sheet

Please complete in **BLOCK CAPITALS**

Temp. Name Temp. Position

Company Name

Week commencing..... Week Ending

Total Hours Worked

Day	Date	From AM/PM	To AM/PM	Deducted Break Times	Single Time Hours	Overtime Hours x 1.5	Overtime Hours x 2	Bonus/Shift Allowance
Mon								
Tues								
Wed								
Thur								
Fri								
Sat								
Sun								
Hours Worked								

TOTAL HOURS WORKED SHOULD BE NETT HOURS INCLUSIVE OF OVERTIME AND BONUS/SHIFT ALLOWANCE

Authorised Signature

Position

Print Name Date

We agree that the total hours shown are **TRUE AND CORRECT** and we agree to be invoiced accordingly by Lynn Recruitment.

If he/she should be taken onto our staff, we acknowledge that an Introduction Fee may be payable, based on the scale of fees in force at the time.

We acknowledge that we have read and agree to the terms and conditions of Business of Lynn Recruitment

It is the responsibility of each temporary worker to ensure that this time sheet is completed, authorised and returned to Lynn Recruitment **NO LATER THAN 10.00AM ON MONDAY MORNING.**
If faxed, original must be returned to Lynn Recruitment by post.

