



Volante Hobbs Ltd

www.vhrecruit.com

Tel: 0207 665 4290

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TIMESHEET

Agency ID

053

Client ID

Order No

Temp's ID

VHR

Timesheet ID

Week ending

**PLEASE COMPLETE AND RETURN THIS TIMESHEET
NO LATER THAN 10.00a.m. THE FOLLOWING MONDAY
SIGNED BY THE CLIENTS REPRESENTATIVE**

Temp's Name Week commencing Monday.....

| | START | LUNCH | FINISH | Basic Hours | Overtime |
|-------------------------------------|------------------------|-------|--------|-------------|----------|
| MONDAY | | | | | |
| TUESDAY | | | | | |
| WEDNESDAY | | | | | |
| THURSDAY | | | | | |
| FRIDAY | | | | | |
| SATURDAY | | | | | |
| SUNDAY | | | | | |
| TEMP'S SIGNATURE..... DATE | TOTAL HOURS | | | | |

Client :

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. We agree to be bound by The Terms and Conditions of the Company.

Signed..... Print Name

NOTICE TO TEMPORARY WORKER

Should the Temp have any queries regarding pay, please telephone the New Millennia payroll department at New Millennia Group plc Kingston House, Manchester Road, Hyde, Cheshire SK14 2BZ - TEL: 0161 368 1717

IMPORTANT INFORMATION

Please print and complete THREE copies

Part 1 return to Agency

Part 2 retained by client

Part 3 retained by Temporary