

Clients Name: \_\_\_\_\_ Site Address: \_\_\_\_\_ Date: \_\_\_\_\_

Invoice Address: \_\_\_\_\_ **PLEASE ENTER HOURS WORKED ON A DAILY BASIS**  
 \_\_\_\_\_  
 \_\_\_\_\_

		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday		Totals			
Candidate Name	Position	Reg	O/T	Reg	O/T	Reg	O/T	Reg	O/T	Reg	O/T	Reg	O/T	Reg	O/T	Rate for Reg	Rate for O/T	Total Reg	Total O/T

**THIS TIME SHEET MUST BE RETURNED TO THE ISSUING BRANCH NO LATER THAN THE MONDAY FOLLOWING COMMENCEMENT DATE**  
 It is hereby certified the agency workers named above have worked the hours set out above, including any premium rate hours shown, and payment for these hours will be made in accordance with 1st Stop Recruitment terms of business, a copy of which has been received and accepted as the basis of this transaction. It is acknowledged that (a) hours worked are paid and charged to nearest quarter of an hour, and (b) should any agency worker introduced by 1st Stop Recruitment be engaged by us during or after completing a temporary assignment within the period specified in 1st Stop Recruitment terms of business, a non-rebatable fee calculated as set out in the said terms of business will be payable, or the hire period extended.

CLIENT SIGNATURE \_\_\_\_\_ NAME OF SIGNATORY \_\_\_\_\_ POSITION \_\_\_\_\_ DATE \_\_\_\_\_

Once completed please fax a copy to 1st Stop Recruitment on 01440 709025 or e-mail to [victoria@1ststoprecruitment.co.uk](mailto:victoria@1ststoprecruitment.co.uk) and retain copy for own records to match with invoice