

49 High Street, Hoddesdon, Hertfordshire EN11 8TA

Driving 01992 478955

Industrial 01992 478933

Fax 01992 478977



	START	FINISH	BREAK	HOURS WORKED
SUNDAY				
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
SATURDAY				

FOR OFFICE USE ONLY					

TOTAL HOURS WORKED

I CONFIRM THAT WE HAVE RECEIVED AND READ GRAFTERS RECRUIT LTD TERMS AND CONDITIONS OF BUSINESS AND AGREE TO THE HOURS WORKED AND THAT THEY HAVE BEEN CARRIED OUT TO SATISFACTION. PAYMENT OF THE TOTAL HOURS WILL BE MADE ACCORDING TO GRAFTERS RECRUIT LTD TERMS. **PLEASE RETAIN A COPY FOR YOUR RECORDS AND RETURN A COPY TO US BY FAX ON 01992 478977.**

TEMP NAME.....

CLIENT

WORK UNDERTAKEN

ADDRESS.....

DATE

SIGNED

TIME SHEET

PRINT NAME

WHITE COPY - OFFICE BLUE COPY - TEMPS YELLOW COPY - CLIENTS

WHITE COPIES **MUST** BE REGISTERED AT THE OFFICE BY MONDAY OF THE FOLLOWING WEEK. COPIES NOT RECEIVED ON TIME MAY RESULT IN LATE WAGE PAYMENTS.

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