

TIME SHEET

NAME OF TEMPORARY _____

WEEK BEGINNING _____

CLIENT/COMPANY NAME _____

day	start am	finish am	start pm	finish pm	total hours / minutes
monday					
tuesday					
wednesday					
thursday					
friday					
saturday					
sunday					

weekly total hours and minutes

TEMPORARY SIGNATURE _____

CLIENT SIGNATURE _____

CLIENT PRINT NAME _____

I confirm and agree that the weekly total hours shown above, including overtime, have been satisfactorily worked and that payment in respect of these will be made according to your terms of business, which I accept as the basis of this transaction.

Both the client and the temporary worker should keep a copy of this document. The client's signature signifies an agreement with the total hours / minutes worked and that the work has been carried out to a satisfactory level by the temporary worker.