

elle recruitment

PRIVATE AND CONFIDENTIAL

TIMESHEET

CANDIDATE NAME

JOB TITLE

WEEK ENDING DATE

COMPANY DETAILS

CONTACT

WORK ADDRESS

INVOICE ADDRESS
(if different)

PLEASE FILL IN ALL DETAILS OF YOUR HOURS AND RETURN TO **elle recruitment** ON 0208840 3566 BY NEXT MONDAY AT 10.00AM, TO ENSURE PAYMENT BY FRIDAY.

RECORD OF HOURS

	START TIME	FINISH TIME	BREAK TIME	NET HOURS	OVERTIME HOURS
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
SUNDAY					

HAVING RECEIVED AND ACCEPTED **elle recruitment's** TERMS OF BUSINESS, I CONFIRM AND AGREE THE TOTAL OF ...9.5.....HOURS HAVE BEEN SATISFACTORILY WORKED AND THAT PAYMENT IN RESPECT OF THESE WILL BE MADE IN ACCORDANCE WITH THE TERMS OF BUSINESS.

SIGNATURE.....

NAME.....

POSITION.....

DATE.....