

timesheets

head office
49 High Street, Hoddesdon
Hertfordshire EN11 8TA
Tel 01992 478933

alternative branch numbers
Romford 01708 752825
Rugby 01788 546985
Peterborough 01733 890980

grafters
recruit ltd

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

FOR OFFICE USE ONLY

I can confirm that we have received and read Grafters Recruit Limited 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 Limited 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.....

Print name.....

WHITE COPY **OFFICE** BLUE COPY **TEMPS** YELLOW COPY **CLIENTS**
The **WHITE** copies **MUST** be registered at the office by Monday of the following week. All copies not received on time may result in late wage payments.
Company Registered No. 05954212 **VAT Registered No.** 912 0050 88

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