



halesgroup.co.uk

TIME SHEET

Name

Name of client

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	
Date								
Start								
Lunchbreak from								
Lunchbreak to								
Finish								Total
Standard hours								
Overtime hours								

FOR TEMPORARY STAFF: I hereby certify that the above is a correct record of the hours I have worked and that I accept the conditions of work supplied to me.

SIGNATURE DATE

FOR CLIENT: I hereby certify that the total hours worked as shown above are a correct record of hours worked by the temporary worker and I accept the terms and conditions for the introduction of temporary staff.

AUTHORISED SIGNATURE DATE

NAME OF CLIENT

Comments

Please return top copy by opening of business **Monday**.
If late we cannot guarantee payment.

Hales Group Ltd

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- 2nd Floor 1 Minstergate Thetford Norfolk IP24 1BN
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- 22 Beach Road Lowestoft Suffolk NR32 1EA
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- Bank Chambers 90 Guildhall Street Bury St Edmunds Suffolk IP33 1PR
Tel: 01284 767979 Fax: 01284 764030
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Tel: 01603 620473 Fax: 01603 762577
- 16 Park Road Peterborough PE1 2TD
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