

Client Name	Order Number	
Address:	Report to:	
	Temp's Name	
	Temp's Number	
Tel No:	Category of Work	

Please complete this timesheet carefully. This document is used to calculate worker's pay and your invoice.

Week Ending Date	Week Number
Sunday ___ / ___ / ___	

**This timesheet must be returned to Build Staff Recruitment by 09:00 each Monday**

Working Time Hours not through Build Staff Recruitment		OFFICE USE								
Last Week	This Week		Date	Start Time	Finish Time	Hours	Breaks	WT Hours	A	B
		Mon								
		Tues								
		Wed								
		Thurs								
		Fri								
		Sat								
		Sun								
						<b>TOTAL</b>				

**CLIENT'S DECLARATION**

I am authorised to sign agreement to the above hours. I declare that the Working Time and Pay and Charge Hours are correct and accurate, other than those not through Build Staff Recruitment. I understand that Build Staff Recruitment will invoice for these hours in line with the Terms of Business.

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

**WORKERS DECLARATION**

1. I confirm that I have entered the Working Time Hours for This Week for paid work not done through Lifestyle Recruitment.
2. I confirm that I have entered the Working Time Hours for Last Week, for paid work not done through Lifestyle Recruitment, and that this is the only Build Staff Recruitment work I have done.
3. I confirm that I will notify Build Staff Recruitment if I undertake paid work other than through Lifestyle Recruitment.
4. I confirm that I have sufficient working hours (WTD) and to complete my assignment.

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_