

S & D Trade Recruitment Limited
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TIMESHEET

CLIENT NAME	
SITE	
OPERATIVE NAME	
OPERATIVE TRADE	

HOURS WORKED

WEEK	DATE	START TIME	FINISH TIME	DEDUCTABLE BREAKS	TOTAL HOURS WORKED
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
SUNDAY					
PLEASE SPECIFY WHETHER AM OR PM				CHARGABLE HOURS	

SIGNED

I Certify that the temporary operative has satisfactorily completed the total hours after breaks taken. I also agree with the Terms and Conditions of Business and confirm that they are the sole terms of this contract and confirm I am authorised to approve this timesheet for payment.	I certify that the timesheet is correct and agree to comply with the terms and conditions of the contract agreed previously.
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SUPERVISORS SIGNATURE		OPERATIVES SIGNATURE	
PRINT NAME		PRINT NAME	
POSITION		TRADE	
DATE		DATE	

Timesheets MUST be signed by a representative of the company, any unsigned timesheets WILL NOT be processed.

PLEASE SEND TIMESHEETS TO info@sanddtraderecruitment.co.uk –BY MONDAY 12PM TO ENSURE PAYMENT IS PROCESSED ON TIME