

Time Sheet

PlatinumRecruitment

Company: _____

Week Ending: _____

Worker: _____

PLEASE ENSURE TIME SHEETS ARE COMPLETED AND FAXED BACK TO PLATINUM ON **01202 203155** NO LATER THAN **MONDAY**
OR RETURNED TO PLATINUM RECRUITMENT CONSULTANCY, SUITE 6, 3RD FLOOR, RICHMOND HOUSE, YELVERTON RD, BOURNEMOUTH,
DORSET, BH1 1DA - TELEPHONE 01202 203 150

DAY	DATE	SHIFT HOURS WORKED	BREAKS	HOURS
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
PO Number (if applicable):			Total Hours (e.g. 25)	
		Total Written Hours (e.g. twenty five)		

Pay slip to be sent?

(please tick relevant box)

Home address Assignment address **Final time sheet for this assignment?**

(please tick relevant box)

Yes No **CLIENT CONFIRMATION**

I confirm that the hours shown above are correct and all work was carried out satisfactorily.

Signed: _____

Print Name: _____

Position: _____

Date: _____

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