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**TIMESHEETS ARE DUE BY 3PM MONDAYS ● ANY TIMESHEETS SUBMITTED AFTER THIS WILL BE PROCESSED THE FOLLOWING WEEK**

**PHOTOGRAPHS OF TIMESHEETS NEED TO BE SENT IN ACTUAL SIZE**

**SEND COMPLETED TIMESHEETS TO:**

**E-MAIL:** TIMESHEETS@CREATEREC.CO.UK

Name of temporary worker: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Week ending date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client name & location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **COMPLETE IN FULL** | | | | | |  | |
| **DAY** | **DATE** | **START TIME** | **FINISH TIME** | **LUNCH BREAK** | **TOTAL** | **OVERTIME** | **OVERTIME TOTAL** |
| **MONDAY** |  |  |  |  |  |  |  |
| **TUESDAY** |  |  |  |  |  |  |  |
| **WEDNESDAY** |  |  |  |  |  |  |  |
| **THURSDAY** |  |  |  |  |  |  |  |
| **FRIDAY** |  |  |  |  |  |  |  |
| **SATURDAY** |  |  |  |  |  |  |  |
| **SUNDAY** |  |  |  |  |  |  |  |
| **TOTAL** |  |  |  |  |  |  |  |
| I certify that the above hours have been worked to our satisfaction and confirm that payment should be made accordingly.  Authorised signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |