

# Timesheet

Organisation:	
Address:	
T:	
F:	
E:	
Purchase order No:	

Date	Day	Start	Lunch	Finish	Total	Sleep in
	Monday					
	Tuesday					
	Wednesday					
	Thursday					
	Friday					
	Saturday					
	Sunday					
<b>PLEASE DO NOT INCLUDE ANY BREAKS</b>					Total	

Contractor name:	
Signature:	
Client name:	
Signature:	

**Declaration**

I declare that the above named contractor has worked the total number of hours shown and that all the work was carried out stabilisatorily. I therefore authorise HSG Recruit to issue an invoice for the total hours worked at the agreed hourly rate.

Signature of the timesheet is taken as receipt of, and agreement to, the terms and conditions of business of HSG Recruit.

**N.B.**

*All timesheets must be received no later than 10am Tuesday for payment Friday of that week (these times and days may vary for work and pay weeks with Bank holidays). HSG Recruit accept no responsibility for non receipt of timesheets and therefore non payment, if in any doubt of receipt please call to confirm.*

Please print and send this form to:

**HSG Recruit, Craig House, 33 Ballbrook Avenue,**

**Didsbury, Manchester M20 3JG**

or fax: **0161 386 8680**

or scan and email to: **manchester@hsgrecruit.co.uk**