



# TIMESHEET

To be filled in by **Temporary Worker** for week ending **Friday:** **Month:** **Year:**

**Name:** **Job Title:**  
**Date of Birth:** **N. I. Number:**  
**Home Address:** **Tel Number:**

**Post Code:**

DAYS	BASIC HOURS	OVERTIME HOURS	OVERTIME NIGHTS	TRAVEL / EXPENSES
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
SATURDAY				
SUNDAY				
<b>TOTAL HOURS</b>				

**HOURS WORKED** – Net of lunch hours and travelling time  
**PART HOURS** – please state as a decimal e.g. 1/2 hour = 0.5

To be filled in by **Client** for week ending **Friday:** **Month:** **Year:**

**Name of Company:** **Site:** **Client Cost Code:**

**Invoice Address:**

I confirm that the hours signed for above are an accurate reflection for the hours completed by the temporary worker and I understand that these will be used to produce an invoice. I am an authorised signatory and confirm acceptance of Xltec Recruitment’s terms and conditions.

**Purchase order number:** **Total hours in words:**

**Print Name:** **Signature:** **Position in Company:**

THIS DOCUMENT MUST BE POSTED, EMAILED OR FAXED BY MONDAY AT 12PM

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