



# Recruitment in Partnership

## WEEKLY TIMESHEET

When the timesheet has been completed and authorised, please email it to [ria@recruitmentinpartnership.com](mailto:ria@recruitmentinpartnership.com) before 10am on the Monday of the following week

CLIENT NAME		
CANDIDATE NAME	F:	CLIENT CONTACT NAME
	S:	CLIENT CONTACT NUMBER
SITE/DEPOT ADDRESS		
WEEK ENDING	ORDER No. (If required)	
POSITION		

HOURS WORKED					OFFICE USE ONLY	
	DATE	IN	OUT	LUNCH/ BREAKS	STANDARD HOURS	OVERTIME HOURS
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
SATURDAY						
SUNDAY						
<b>TOTAL</b>						

<b>SIGNED BY CLIENT</b>	
AUTHORISED BY (Print name in full)	SIGNATURE
POSITION IN COMPANY	DATE

By signing this timesheet, it is agreed that all hours worked are correct and will be invoiced at the agreed rate(s) plus VAT and in accordance with Recruitment In Partnerships' Terms and Conditions of Business.

Recruitment in Partnership LTD Soldiers Quarters No.3 Crownhill Fort, Crownhill Fort Road, Plymouth, PL6 5BX

☎ 01752 858580 or 07771798080 – 24/7