



This Timesheet must be with your consultant before 9am on Monday, failure to meet this deadline will result in a delayed payment.

Company name _____ Unit/Dept./Order No. _____
Employee name _____

Week Starting Monday / /
Week Ending Sunday / /

	Start Time	Finish Time	Total Hrs worked ex. lunch/breaks	Overtime Hrs x 1.5	Overtime Hrs x 2	Break 1 received	Break 2 received	Please give reason if breaks were not received:
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								

Employee Signature _____
Comments _____
Before sending this timesheet please ensure all hours are totalled correctly and that you and your manager have signed that all hours are correct.

Clients Signature _____
Clients Name _____
Comments _____
If a client engages a Temporary in a temporary/permanent position within 12 months of the completion by that Temporary of his/her assignment with the client, the client will be liable to the company for the temporary/permanent introduction fee.
By signing this timesheet I authorise Broadline Recruiters to pay the employee all hours claimed and raise an invoice accordingly.

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