

time sheet

1. candidate & assignment details

name
company name
department / address

2. time sheet period and hours worked

this time sheet is for the week ending sunday ...
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please complete using the 24 hour clock

for devonshire use only / hours worked at

	time start	break start	break finish	time finish	total hours	client initial		standard	overtime 1	overtime 2	overtime 3
monday											
tuesday											
wednesday											
thursday											
friday											
saturday											
sunday											
weekly total hours worked >>>>											

3. candidate confirmation

signature	date
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the above details are correct in relation to the hours I have worked.

4. client authorisation

authorised signature	name
position	date

i have read and accept your full terms and conditions of the business. i certify that the above total hours are correct.

important: please keep a copy for your records and send or fax this time sheet to us on **020 7469 0801** to arrive no later than 10:00am on the tuesday immediately following the week worked. if you have faxed us your time sheet please contact amrit kalsi in payroll on **020 7469 0763** to confirm that it has been received.