

CERTIFICATE OF HOURS WORKED

Operatives Name: _____

Week Commencing: _____

Quality Service Recruitment Ltd
 Recruitment House
 523 Alfreton Road
 Bobbersmill
 Nottingham
 NG7 5NJ

Tel: 0115 9422008
 Fax: 0115 9781036
 Payroll : 0115 9003504



e-mail to: payroll@qsrecruitment.com

Quality Service Recruitment Work Completed

By Signing this timesheet I/We confirm the total hours worked are correct and that the standard of work completed was satisfactory.
 I/We agree that we have previously received a copy of, and accept the Terms and Conditions of Quality Service Recruitment Limited

Day	Date	Client Worked For	Work Type	Start Time	End Time	Deductible Breaks	Total Hours	Client Print Name	Client Signature
Sunday									
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Totals	Please Complete all Totals								

Expenses Payable by the Client

Day	Date	Client Worked For	Description of expense, (Phone Calls, Toll, Fuel)	Client Signature

Other Work

Work completed for businesses other than Clients of QS Recruitment	Client Worked For	Date From	Date to	Hourly Pay	Agency Worked For

Operatives Declaration

I declare that I have accurately recorded my hours of work and have declared all work completed by any business other than Quality Service Recruitment Ltd

Operatives Signature: _____

When recording your start and finish times please round your hours to the nearest 1/4 of an hour