

CERTIFICATE OF HOURS WORKED

For all other than HGV Drivers



Operatives Name: _____

e-mail to: payroll@qsrecruitment.com

Week Commencing: _____

THE SUBMISSION OF THIS TIME SHEET IS STRICTLY BY CLOSE OF YOUR WORKING WEEK OR LAST SHIFT.

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 Worked	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