

Please ensure that we receive this timesheet by 10am Monday

Fax: 01656 658981 / Email: timesheet@jgr.co.uk / Post : 60 Nolton Street, Bridgend, CF31 3BP

<i>Temporary Worker Details</i>	(Surname) _____
	(Forename) _____



Week Ending Date (Sunday) ____/____/____
Client Name _____
Client Location _____

Optional Information	
Timesheet No.	_____
Client Ref	_____
Payroll No.	_____

Hours of work (Please use 24 hour clock)				Hours worked at each pay rate					Holiday Pay Hours
	Start Time	Finish Time	Time Taken for Meals / Breaks	Standard	Shift Rate	Time 1/2	Double Time	Other (Please specify)	
	:	:							
Mon	:	:							
Tue	:	:							
Wed	:	:							
Thu	:	:							
Fri	:	:							
Sat	:	:							
Sun	:	:							
Totals >>>									
Total hours worked >>>									

Notes	
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I certify that the total number of hours as stated above have been worked satisfactorily and that payment, including applicable overtime rates, will be made in respect of these according to your Terms and Conditions of Business which I have received and accept as the basis of this transaction.

Client Signature	Print Name	Date
_____	_____	____/____/____



Neath Tel No : 01639 631444

Bridgend Tel No : 01656 767778

Jennifer Griffiths Recruitment and Training Ltd is registered in England and Wales, number 02501502.
Registered office: 60 Nolton Street, Bridgend, CF31 3BP

Additional timesheets can be downloaded from our website www.jgr.co.uk