

Village Staff Limited

45 Tranquil Vale, Blackheath, SE3 0BS · Telephone: 020 8318 7327 · Facsimile: 020 8318 1168 · Email: cv@villagestaff.co.uk

TIME SHEET

Week Commencing: _____ Name of Temporary: _____

Position: _____ Hours of Work: _____

Report to:

Invoice to:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
From:							
To:							
Lunch:							Total Hours
TOTAL							

I confirm the above hours have been satisfactorily worked and payment will be made according to our terms of business.

Signed: _____ Date: _____ Position in Company: _____

WHITE: Client

BLUE: Agency

YELLOW: Employee