



# Temporary worker timesheet

To ensure you receive your weekly payment on time you must submit your **signed** timesheet to our accounts department by the Monday following the week you have worked.

To email your timesheet please send to:  
**timesheets@prime-appointments.co.uk**

<b>Your name</b> (Full name ie: John Smith)	
<b>Company name</b> (Currently temping for)	
<b>Company contact</b> (ie: manager / supervisor reporting to)	
<b>Week commencing</b> (Monday of the week working in)	

All hours worked must be completed and signed off to ensure payment is received.

Day	Start time	Unpaid breaks	Finish time	Standard hours	Overtime	Total
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
			Total:			

**CLIENT USE ONLY**

We (the client) confirm we have read and accept your Terms of Business and agree the above hours have been worked.

Name: \_\_\_\_\_

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Authorised Company Signatory | The timesheet must be signed and dated please.

**Witham:** 01376 502999  
**Bury St Edmunds:** 01284 413456  
**Sudbury:** 01787 880481

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