



202 Meadowhall Road, Sheffield S9 1BN

T: 0114 261 1700

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TIMESHEET

sharpmoves.com

(White copy to be sent to SHARP - Green copy to be retained by client
Yellow copy to be retained by temporary worker)

Company Name:

Name of Temporary Employee:

Week Commencing: Order No.

Day	Date	Hours worked (am)		Hours worked (pm)	Total hours
Monday			L U N C H		
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
I certify that the total of					

hours have been satisfactorily worked and that payment 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.

Authorised Signature: Title:

Print Name: Date:

Candidate Signature: Date:

A timesheet must be submitted on a weekly basis. Timesheets must reach the Company Payroll Department by 11am on a Tuesday morning. Original timesheets should be sent via post but the Company recommends the Contractor fax (0114 261 1400) or email (payroll@sharpconsultancy.com) a copy of the timesheet before posting the original. The Company shall not be responsible for any timesheets lost in the post/fax.